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ASIAN ART COMMISSION

EXECUTIVE COMMITTEE

AGENDAS AND MINUTES

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AGENDA

ASIAN ART COMMISSION

EXECUTIVE COMMITTEE

Tuesday, February 6, 1990 - 10:30 A.M.

Conference Room - Asian Art Museum

There will be an opportunity for public testimony before action is taken on any agenda item.

1. Call to Order

2. Approval of Minutes of December 5, 1989 Meeting

3. Chairman's Report

   a. Odyssey through the Orient Progress
   b. Visit of Korean Minister of Culture
   c. Sondra Castile Lecture - Conservation - February 5-6
   d. Other Informational Items

4. Director's Report

5. Report of Deputy Director, Administration

   a. Personnel Update
   b. Facilities Update
   c. Report on Budget Items and Proposed Reallocations
   d. Resolution C90-003 - Authorization for Commission Chairman and Museum Director to Sign City Budget for Fiscal 1990-91
   e. Other Informational Items

6. Report of Deputy Director, Development

   a. Marketing/Public Relations Update
      Resolution C90-004 - Authority to Grant License for Reproduction of Art Works
   b. Development Update

7. Committee Reports

   a. Ad Hoc Preliminary Planning Committee
      Resolution C90-005 - Endorsement of Proposed Board of Supervisors Resolution Regarding Implementation of Jurisdictional Transfer of the Main Public Library

Building to the Asian Art Museum

b. Acquisitions and Loans Committee
   (1) Resolution C90-006 - Objects Recommended by the Director and Curators for Acquisition, Subject to the Availability of Funding
   (2) Resolution C90-007 - Gifts Recommended for Acquisition
   (3) Resolution C90-008 - Ratification of Year-End Gifts
   (4) Resolution C90-009 - Approval of Acquisition of Objects with Discretionary Funds

c. Connoisseurs Council

d. Exhibitions Committee
   (1) Resolution C90-010 - Approval of Revised Budget for "Women: Auspicious and Divine" Exhibition
   (2) Resolution C90-011 - Approval of Budget for "Qing Porcelains" Exhibition
   (3) Resolution C90-012 - Approval of Budget for "Bada Shanren and His Art" Exhibition
   (4) Resolution C90-013 - Approval of Budget for "Yokohama - Prints from 19th Century Japan" Exhibition
   (5) Resolution C90-014 - Approval of Budget for "Wisdom and Compassion: The Sacred Arts of Tibet" Exhibition
   (6) Resolution C90-015 - Approval of Budget for "Sculpture of Indonesia" Exhibition
   (7) Resolution C90-016 - Approval of Revised Budget for Yani Exhibition

e. Korean Development Committee
f. Nominating Committee
   (1) Resolution C90-017 - Statement Clarifying Terms of Office for Commissioners
   (2) Resolution C90-018 - Renomination of Brook Byers to Commission for Second Term
g. Public Programs Committee
h. Other Committee Reports as Needed

8. Reports from Affiliated Groups:

   a. Asian Art Museum Foundation - Mrs. Brayton Wilbur, Jr.
   b. The Fine Arts Museums - Mrs. W. Robert Phillips

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c. The Museum Society - Mrs. John V. Erickson
d. The Museum Society Auxiliary - Mrs. Nelson Barry
e. The Society for Asian Art - Mrs. Neil D. Chaitin
f. Docent Council - Mrs. Richard Covert

9. Public Comment

At this time, members of the public are invited to address the Asian Art Commission on items within the subject matter jurisdiction of the Commission. Members of the public may address the Commission for up to three minutes. The Chairman may limit total testimony to thirty minutes.

10. Adjournment

TO : Judith L. Teichman
Deputy Director, Administration

FROM : Mori Noguchi
Acting Personnel Officer

SUBJECT : Personnel Update

DATE : January 29, 1990

EXHIBITIONS AND PREPARATION DEPARTMENT

The Civil Service Commission has issued official examination announcements for the Museum Preparator and Principal Museum Preparator positions at the Asian Art Museum. Receipt of applications will continue until February 16.

CONSERVATION DEPARTMENT

Subsequent to the approval of a grant from the NEH, we have begun the process of recruiting to fill a new position which we call a Mountmaker/ Preparator. An advertisement was placed in AVISO and Artweek and notices have been posted at all the local museums. Resumes are to be in by February 23.

ADMINISTRATION DEPARTMENT

Planning Assistant recruitment/examination/selection process was completed culminating with the appointment of new employee Morgan Dudley early in January.

Secretary II vacancy - Final interviews have been completed. Negotiations are in process with the individual selected to iron out details, salary and establish starting date (hopefully February 1).

Personnel Officer vacancy - Resumes have been received and evaluated, preliminary interviews are being scheduled for the second week of February. We anticipate the final selection to be made before the end of the month. Temporarily being filled by Mori Noguchi.

Receptionist vacancy - being filled on a temporary basis pending a study of the entire administrative clerical support unit. Temporarily being filled by Reiza Elmore.

DEVELOPMENT DEPARTMENT

Development Officer, Individual Gifts position - Recruitment and preliminary interviews currently in process. Final interviews scheduled for mid February.

Secretary I vacancy - Recruitment and interviews being conducted for narrowing of applicants for final interview.

GENERAL PERSONNEL ADMINISTRATION

Meeting held with representatives from the Civil Service Commission staff during which we planned the implementation of a Museum wide employee performance evaluation program.

Employee Handbook has been comnpleted in draft form and is being reviewed by the administration prior to distribution to the staff for additional input, correction, amendments, etc.

ASIAN ART MUSEUM OF SAN FRANCISCO
THE AVERY BRUNDAGE COLLECTION
GOLDEN GATE PARK, SAN FRANCISCO, CALIFORNIA 94118-4598
January 29, 1990

MEMORANDUM

TO: Judy Teichman, Deputy Director

FROM: Sherin S. Cole, Operations Coordinator

SUBJECT: Facilities Report

GLASS DOORS

The glass doors are finally installed. Due to a possible safety issue, research into changing the door closure to allow the doors to open at 105 degrees rather than 90 degrees in is process. Research is also underway to possibly hand paint our logo on the doors above the door handles--again for a safety precaution.

HVAC

The asbestos abatement in the boiler room is completed and the General Contractor is in the process of removing and replacing the existing boiler and chiller. Completion of project is scheduled for the first of March.

EXHAUST FUME HOOD

The contractor is adding the power panel this date which will allow the exhaust fume hood project to be completed.

EARTHQUAKE DAMAGES

The entry replacement tile for Gruhn Court is ordered and will be installed in the near future. The sealant to be used to seal the floor cracks in the art storage is being reviewed by the Conservation staff for toxic materials. Once the material is selected, the project will move forward.

cable address: Asianart telephone (415) 668-8921

MAGNIN ROOM

Results of air sampling test for asbestos in the dry wall ceiling material are due this date. Specific plans will be made after the test results.

CONFERENCE ROOM/CLASSROOM

A proposal on the plans from William Turnbull Associates has been received from Balliet Brothers. Awaiting okay to proceed.

NEW SECOND FLOOR OFFICES

A proposal on the plans from William Turnbull Associates has been received from Balliet Brothers. Awaiting okay to proceed.

ASIAN ART COMMISSION

RESOLUTION C90-003

Authorization for Commission Chairman and Museum Director to Sign City Budget for Fiscal 1990-91

RESOLVED, That the Asian Art Commission hereby authorizes the Commission Chairman and the Director of the Museum to sign the 1990-91 fiscal year City budget request for the Asian Art Museum..

February 6, 1990

M E M O R A N D U M
January 30, 1990

TO: Members, Executive Committee
Asian Art Commission

FROM: Judith L. Teichman
Deputy Director, Administration

SUBJECT: City Budget Submittal for Fiscal Year 1990-91.

At the February 6, Executive Committee meeting, we will be seeking authority to submit a request to the City for additions to the current budget and for direction on the scope of that request.

Under the Mayor's budget preparation guidelines, our revised 1989-90 City budget for operations is $1,249,146. This does not include the approximately $600,000 in the Fine Arts Museums for security, engineering and custodial services; the $60,000 in this year's facility maintenance budget; nor the $664,000 for the second phase of replacing the heating, ventilating and air conditioning system.

In mid-December, we were permitted to make certain defined adjustments to the 1989-90 operating budget to establish our "baseline budget" for 1990/91. They totaled $64,000 and bring our baseline budget for 1990/91 to $1,313,381.

We are also negotiating to include recently announced increased costs to purchase the services of other City departments, such as the mass mailing services of the City's reproduction department.

Requests for <u>additions</u> to the City budget are due February 22. My planning assistant, Morgan Dudley, has been working since early January to update the comprehensive City budget submittal we submitted for fiscal year 1987-88. There have been a number of additions to the staff and new priorities for additional personnel. We now have a two-year history of our operating expenses so she will be able to provide a more realistic picture of what it costs to operate the Museum than we were able to do for 1987-88.

By the meeting on February 6, we hope to be able to show you where the Museum is today relative to Mayor Feinstein's promise of a $700,000 annual increase in our budget, over the four years beginning with fiscal year 1987-88.

The policy issue for discussion will be whether we should request the total amount we believe is needed to bring the City into compliance with its agreement with Avery Brundage to fully fund the basic costs of operating the Museum, a figure which will be in the millions, or whether we should simply ask Mayor Agnos to honor the commitment made by Mayor Feinstein to increase our budget over four years by $700,000 annually.

A copy of the Mayor's message to department heads regarding his priorities for funding in the coming year is attached. Our plan is to emphasize in the transmittal letter the degree to which we are serving the City with privately raised funds and the importance of the City taking over a larger portion of the total operating budget so the Foundation can concentrate on raising funds for special outreach and education programs, acquisitions, and exhibitions; for the process of planning for the new Asian at the Civic Center; and for the anticipated $65 million capital campaign.

The benefits to the City of carrying a larger share of the cost of operating the Museum include:

(a) More programming and publicity and increased visibility for the Asian as a tourist attraction, and thus for the City as a cultural destination, thereby contributing affirmatively to the local economy; and

(b) Renovation of the existing main public library building at a minimal cost to the City.

Also attached is our proposed schedule for preparing the combined City and Foundation budget for the Museum for fiscal year 1990-91.

DRAFT
1/30/90

ASIAN ART MUSEUM OF SAN FRANCISCO
SCHEDULE FOR
PREPARATION OF 1990-90 BUDGET

Prepare First Draft of City Budget submittal	February 1
Prepare First Draft of Foundation Revenue Projection for Fiscal Year 1990-91	February 1
Review Second Quarter Reports on 1989-90 Museum Budget with Dept. Heads	Mid-February
Approval in Principle of City Budget Request by Commission	February 6
SUBMISSION OF CITY BUDGET TO MAYOR	February 22
Commission ratification of City Proposal	March 6
Provide Dept. Heads with Expend. Reports Through February	Mid-March
MAYOR'S BUDGET HEARINGS	Mar.15 - Apr.30
NOTIFICATION OF CITY SALARY INCREASES (Under Foundation Policy, Foundation-Funded Employees receive same increases)	March 15
Development Office provides adjusted Fnd. Revenue Projections for 1990-91	April 1
Provide Dept. Heads with Expend. Report Through 3rd Quarter	April 5
Dept. Heads submit Proposed 1990-91 Budget	April 12
Rev. 3rd Quarter Budget Rept. and Fnd. Revenue Projections with Budget Group	April 19
MAYOR SUBMITS CITY BUDGET TO CONTROLLER	May 1
Management Budget Proposal completed and distributed for comment	May 8
Budget Group review Proposed Budget	May 16
BOARD OF SUPERVISORS BUDGET HEARINGS	June
Executive Committee and Foundation Approval of Interim Budget (Including contingencies based on pending government grant applications)	June 5

SCHEDULE FOR
PREPARATION OF 1990-91 BUDGET
DRAFT 1/30/90

BOARD ENACTS INTERIM CITY APPROPRIATION ORD.	June 30
Rev. 4th Quarter Rept. with Chairs of Comm., Fnd., and of the Finance Committees of each to review Proposed Budget	July 30
FINAL BOARD APPROVAL OF CITY BUDGET	August 31
CAL ARTS GRANT AWARD (eff. Oct. 1)*	Early-September
Final Approval of Museum Budget by Foundation and Commission	September 11
INSTITUTE OF MUSEUM SERVICES (eff. Oct. 1)	October 1
NEA COLLECTION UTILIZATION AWARD (eff. Jan. 1)	December

KEY:

References to government funding dates, including the City, are capitalized.

* This will be the second year of a Two Year Award. The amount granted in Fiscal Year 1989-90 is $104,000.

Office of the Mayor
San Francisco

ART AGNOS

JAN 12 1990

January 9, 1990

Dear Department Heads and Commission Presidents:

I realize that the last two budget years have been tough and I appreciate your cooperation in getting the City successfully through this period. Through your past efforts, we have been able to add revenues through better management practices and streamline the cost of government by implementing efficiency measures, while continuing to provide vital city services. The turnaround in the City's financial situation has prompted Standard & Poor's to determine that "the 1989 and 1990 performance and budget plan appears to exemplify the strength of the city's financial management team and citywide policies." We can all take pride in these accomplishments.

Priorities for FY 1990-91

As a result of our past efforts, the upcoming year should not be dominated by the need to respond to a major budget deficit, but rather, should allow the City to take steps toward accomplishing an agenda of policies and plans that I submit to you as guidance for the 1990-91 budget. The agenda for the 1990-91 budget emphasizes my overall goals for San Francisco of promoting the welfare of children, youth and families and enhancing the vitality of San Francisco's neighborhoods. These goals are to be pursued on a variety of fronts, as the agenda indicates:

•Continue progress in implementing the Homeless Plan.

•Continue progress in implementing the Affordable Housing Action Plan.

•Work towards developing a community-based system of health care that is fully responsive to the needs of San Franciscans by integrating the delivery of these services with other City services and by using available federal, state and local funds to their greatest potential.

•Implement the recommendations of the HIV task force, which will be presenting its report in a few days.

•Invest in the future of San Francisco by ensuring that women and minority employees and businesses have full participation in the provision of all city services.

200 CITY HALL, SAN FRANCISCO, CALIFORNIA 94102

(415) 554-6141

•Enhance the City's disaster response capabilities by building upon the lessons learned in the October 17th earthquake.

•Implement the new Parking and Traffic Department.

•Initiate a program designed to improve City labor-management practices, with a heavy emphasis on proper management training.

•Evaluate the City and County's tax base and structure to ensure that: 1) economic growth is promoted in San Francisco, and 2) no unequitable tax burdens are placed on any given sector of the economy.

•Re-emphasize our commitment to investing in the City's infrastructure to ensure a speedy and complete recovery from the earthquake and a stronger San Francisco than ever before.

•Continue to find more efficient and responsive means of providing City services.

This is by no means a comprehensive list of the issues that need to be addressed in the upcoming budget. I recognize that each department has a unique set of issues and goals aimed at improving service delivery, just as each department or commission has a unique role to play in advancing the agenda presented here.

The City's Financial Picture

As always, our ability to achieve certain goals is limited by our resources, so I would like to discuss briefly the City's fiscal situation. Early last October, I reported that, provided existing taxes and fees are continued and barring any unpredictable disasters, the City's revenue base should be sufficient to cover the continuance of existing services. Since then, the earthquake occurred and the City has been faced with some sizeable lawsuits that are likely to be decided within the upcoming eighteen months. Once again this year, rainfall is light, calling into question Hetch Hetchy's ability to generate its anticipated revenues. On the positive side, the City will be the recipient of some additional Health Department revenues.

My office is working with the Controller and the Budget Analyst to estimate the impact of these and other events. A joint report will be issued to the Finance Committee on January 17, which I will forward on to you. Unfortunately, economic indicators and tax receipt data that provide clues to the earthquake's impact are extremely limited at this time. We are also still working with FEMA and the State Office of Emergency Services to determine how much of our disaster response and reconstruction costs will be funded by the state and federal governments. Therefore, we start this budget season with only a tentative sense of the City's financial picture.

Departmental Budget Preparations

In any event, it is clear that the only funds available to finance new programs will be those that are freed from existing programs. That is why we must continue our work of the past two years in making government more efficient and productive. In preparing your budgets, I ask that you:

•Streamline and tighten your baseline budget to the maximum extent possible. Only baseline budgets are to be submitted in B-prep; new programs must be

submitted as separate issue papers that have been prioritized by your Commission.

•Accompany any funding request for new services with a proposal for how to fund that service within your own budget--typically by an efficiency measure or a reprioritization of your service delivery.

Our ability to fund new services that are not supported by redirection of resources within departmental budgets is likely to be severely limited. I strongly urge you to review carefully the effectiveness of all current programs and the status of any new programs that were established in past budgets before submitting any requests for spending increases.

Until more information is available about the City's post-earthquake fiscal health, I am not asking for departments or commissions to prepare proposals for reducing operating expenditures. Departments and commissions are, however, asked to continue to work with my staff on a "zero-based" approach to reviewing all proposed expenditures in order to identify potential savings.

I plan to use our regularly scheduled cluster meetings to address the budget process and issues that arise. In between meetings, please address your questions, concerns or ideas to the responsible deputy mayor or budget analyst. The collective will and hard work of all departments and commissions will ensure that we achieve our goals.

Sincerely,

ART AGNOS

cc: Distribution list attached.

ASIAN ART COMMISSION

RESOLUTION C90-004

Authority to Grant License for Reproduction of Art Works

WHEREAS, The Asian Art Museum is the repository of one of the finest collections of Asian Art in the world; and

WHEREAS, The sale of fine, high-quality merchandise reproduced from art works in the Museum's collections can enhance public awareness about the Museum and provide financial benefit to the Museum; and

WHEREAS, The Asian Art Museum will grant licenses to reproduce or adapt art works from its collection only to enterprises with demonstrated record of profit from manufacturing appropriate museum-quality products; and

WHEREAS, The Asian Art Museum Foundation serves as the fiscal agent for the Asian Art Museum in connection with income generating activities; now, therefore, be it

RESOLVED, That the Asian Art Commission authorizes the Asian Art Museum Foundation to grant licenses to commercial enterprises for the purpose of reproducing art works from the Museum's collections on its behalf; and, be it further

RESOLVED, That all licensing agreements between the Museum and commercial enterprise must be approved by the Director, the Chief Curator, and Legal Counsel; and, be it further

RESOLVED, That the Director of the Asian Art Museum is granted authority to execute licensing agreements on behalf of the Asian Art Museum Foundation.

February 6, 1990

ASIAN ART COMMISSION

RESOLUTION C90-005

Endorsement of Proposed Board of Supervisors Resolution Regarding Implementation of Jurisdicitional Transfer of the Main Public Library Building to the Asian Art Commission

WHEREAS, The Asian Art Museum of San Francisco is preparing to embark on a campaign to raise funds for renovation of the current main public library building as a new home for the Museum; and

WHEREAS, The Museum will need to assure prospective donors that the City is committed in principle to transferring the site to the jurisdiction of the Asian Art Commission when the Building is vacated by the public library; now, therefore, be it

RESOLVED, That the Asian Art Commission urges the Board of Supervisors to adopt the draft resolution entitled, "Urging the Mayor to Implement the Process for the Jurisdictional Transfer of the Existing Main Library Site from the Library Commission to the Asian Art Commission upon Relocation of the Library to Marshall Square" as soon as feasible.

February 6, 1990

[Asian Art Museum]

URGING THE MAYOR TO IMPLEMENT THE PROCESS FOR THE JURISDICTIONAL TRANSFER OF THE EXISTING MAIN LIBRARY SITE FROM THE LIBRARY COMMISSION TO THE ASIAN ART COMMISSION UPON RELOCATION OF THE LIBRARY TO MARSHALL SQUARE.

WHEREAS, On June 18, 1959, June 28, 1963, and June 20, 1969, the Board of Supervisors authorized the Mayor to enter into agreements with Avery Brundage for the donation of his Asian Art Collection to the City and County of San Francisco; and

WHEREAS, The Mayor entered into three agreements with Avery Brundage, dated July 15, 1959, June 28, 1963 and July 2, 1969, which effected the donation of the Brundage Collection to the City; and

WHEREAS, In accepting this gift, the City agreed that it was its intent and purpose to establish the City and the Bay Area as the outstanding center of Asian Art and Culture in the western world with the Avery Brundage Collection of Asian Art as its nucleus; and

WHEREAS, The City, by ordinance, established a Committee of Asian Art and Culture on June 20, 1969 (Section 28.10 et seq. of the San Francisco Administrative Code) to develop, promote and manage the City's collection of Asian art; and

WHEREAS, The Asian Art Museum of San Francisco ("The Asian") was located in the new West Wing of the M. H. de Young Memorial Museum under a management agreement entered into on July 2, 1969 between the Committee of Asian Art and Culture and the Board of Trustees of the de Young Museum; and

WHEREAS, Through donations and acquisitions, The Asian's collections have greatly expanded over the years; and

/ / /

WHEREAS, The Asian has outgrown its space in the West Wing of the de Young Museum and many quality works of art remain undisplayed in storage; and

WHEREAS, The Asian has on previous occasions undertaken studies to locate more suitable space for its expanded collections; and

WHEREAS, On October 27, 1986, the Board of Supervisors urged the Mayor and the Chief Administrative Officer to initiate planning for future development of the Civic Center; and

WHEREAS, In response to this request, the Civic Center Plan ("The Plan") was developed and proposed by the Mayor on November 3, 1987; and

WHEREAS, The Plan was accepted in principle by the Board of Supervisors on December 21, 1987; and

WHEREAS, The Plan calls for the conversion of the existing Main Library site (including the 45 Hyde Street Annex), bounded by Larkin, Hyde, McAllister and Fulton Streets ("site"), into a home for The Asian upon the Library's move to Marshall Square; and

WHEREAS, On November 8, 1988, the electorate approved Proposition A to incur a bonded indebtedness of $109,500,000 to pay, in part, for the construction of a new main library at Marshall Square and the City is in the process of developing plans and specifications for construction of the new library at Marshall Square; and

WHEREAS, The Board of Supervisors' official argument in favor of said Proposition A states that future plans for the current Main Library call for it to be renovated for the Asian Art Museum; and

WHEREAS, On November 8, 1988, the electorate approved Proposition N creating Charter Sections 3.630 _et seq_. establishing the Asian Art Commission as a Charter commission with a duty to establish The Asian as the outstanding Center of Asian art and

culture in the western world and with the power to accept and control any property set aside for use as an Asian Art Museum; and

WHEREAS, On November 7, 1989, the electorate approved Proposition A to incur a bonded indebtedness of $59,700,000 in order to seismically strengthen and upgrade certain City buildings; and

WHEREAS, The Board of Supervisors' official argument in favor of said Proposition A states that the bonds will fund seismic reinforcement of the existing Main Library as the future Asian Art Museum; and

WHEREAS, On December 5, 1989, the Asian Art Commission approved a proposal for planning and preparing for the development of The Asian at the Civic Center; and

WHEREAS, On December 5, 1989, the Asian Art Museum's non-profit support organization, the Asian Art Museum Foundation, committed itself to raise $3,000,000 for the initial planning and preparation for moving The Asian to the Civic Center; and

WHEREAS, The Asian needs to engage in a multi-million dollar capital campaign for the improvement of the site in order to house the City's invaluable Asian Art Collection; and

WHEREAS, The Board of Supervisors commends and supports the efforts of the Asian Art Commission and the Asian Art Museum Foundation to raise the funds necessary for this project; and

WHEREAS, The Board of Supervisors recognizes that it is essential to the planning and ultimate success of this endeavor that the Asian Art Commission, the Asian Art Museum Foundation and prospective donors be assured that the issue of the transfer of the Library site will be referred to the Board of Supervisors as expeditiously as possible; now, therefore, be it

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RESOLVED, That the Board of Supervisors reconfirms its approval in principle of the Civic Center Plan, including the use of the Library site as the home of The Asian at the Civic Center; and, be it

FURTHER RESOLVED, That the Board of Supervisors acknowledges and understands that the Asian Art Commission and the Asian Art Museum Foundation will begin raising funds for this project in reliance upon the Board's adoption of this resolution; and, be it

FURTHER RESOLVED, That the Board of Supervisors recognizes and acknowledges that implementation of this plan for The Asian at the Civic Center will require the Board's approval of the jurisdictional transfer of the existing Main Library, in accordance with Sections 23.7 et seq. of the San Francisco Administrative Code, from the Library Commission to the Asian Art Commission upon the Library's relocation to Marshall Square; and, be it

FURTHER RESOLVED, That the Board of Supervisors hereby urges the Mayor to proceed as expeditiously as possible to implement the process for the transfer of the Library site to The Asian pursuant to Sections 23.7 et seq. of the San Francisco Administrative Code..

ASIAN ART COMMISSION

RESOLUTION C90-006

Approval of Objects Recommended by the Director and Curators for Acquisition, Subject to the Availability of Funding

WHEREAS, The following objects were fully researched by the Curators and Conservators, and

WHEREAS, The Director and the Chief Curator recommend that these objects be acquired for the permanent collection; and

WHEREAS, The Acquisitions and Loans Committee recommended, at its meeting of January 30, 1990, that the Asian Art Commission accept these objects for acquisition, subject to the availability of funding; now, therefore, be it

RESOLVED, That the Asian Art Commission approves the following objects for acquisition, subject to the availability of funding:

Southeast Asia

R1989.79 Length of painted and dyed cotton 18th C. India for Thai market	Dealer: Ms. Mizutani $1,881

Korea

R1990.1.1-.3 Three document boxes 19th C. Korea	Dealer: Yanagi, T. $20,850

India/Himalayas

R1989.65.3 Mother and Child Bronze Pala Period India	Dealer: Nathan, K. $7,500

Asian Art Commission
Resolution C90-006
February 6, 1990

R1989.85.1-.3 Thangkas Vairochana Ratnasabhava Amogasiddhi 13th C. Tibet	Dealer: Biancardi $300,000

ASIAN ART COMMISSION

RESOLUTION C90-007

Approval of Gifts to be Accessioned

WHEREAS, The following objects have been offered as gifts to the Asian Art Museum; and

WHEREAS, The following objects were fully researched by the Curators and the Conservators; and

WHEREAS, The Director and the Chief Curator recommend that these objects be accessioned into the permanent collection; and

WHEREAS, The Acquisitions and Loans Committee, at its meeting of January 30, 1990, recommended that the Asian Art Commission approve the following objects for accession with thanks to the donors; now, therefore, be it

RESOLVED, That the Asian Art Commission approves the following gifts for accession into the permanent collection, with thanks to the donors:

R1989.93.1 Hanging Scroll Flower and Bird by Tsubaki Chinzan (1801-1854) Japan	Offered by: Patricia Williamson
R1989.93.2 Hanging Scroll Dharma by Hirafuku Hyakuko (1877-1933) Japan	Offered by: Patricia Williamson

February 6, 1990

ASIAN ART COMMISSION

RESOLUTION C-008

Ratification of Year-End Gifts

WHEREAS, The Director was authorized pursuant to year-end Resolution C89-076 of the Asian Art Commission, at its meeting of November 7, 1989, to accept year-end gifts; and

WHEREAS, The Acquisitions and Loans Committee at its meeting of January 30, 1990 recommended that the acquisition of the gifts on the attached list be ratified; now, therefore, be it

RESOLVED, That the Asian Art Commission hereby ratifies the acquisition of the year-end gifts listed on the attached.

Attachment

February 6, 1990

1989.81.1	CALLIGRAPHIC TILE	T.T. TSUI	CHIN
1989.81.2	CALLIGRAPHIC TILE	T.T. TSUI	CHIN
1989.83	BONE PIG	SHANGRAW	CHIN
1989.86	4 LITHOS-BY ZHANG DAI	STEINER. P.	CHIN
1989.87	3 ALBUM LEAVES	PHILIPS. I	CHIN
1989.91	FIGURE OF WOMAN. TANG	JONES.CHERIN	CHIN
1989.94.1	CRYSTAL BOTTLE	SIDHU	CHIN
1989.94.2	CORAL FIGURE	SIDHU	CHIN
1989.94.3	SILVER & AGATE PITCHER	SIDHU	CHIN
1989.94.4	IVORY SNUFF BOTTLE	SIDHU	CHIN
1989.94.5	LACQUER SNUFF BOTTLE	SIDHU	CHIN
1989.70	TIBETAN PRAYER WHEEL	HUNTER. M.	INDHM
1989.66.1	LANDSCAPE BY BAIGAI	HORIUCHI. L.	JAPN
1989.67a	MIRROR CASE. LACQUER	J. BOGART	JAPN
1989.67b	BRONZE MIRROR	J. BOGART	JAPN
1989.80	FLOWER VASE. CHIKUSEN	HORIUCHI	JAPN
1989.88.1	BLACK CLOISONNE BOX	MARKS. EDITH	JAPN
1989.88.2	TALL IMARI CUP/BEAKER	MARKS. EDITH	JAPN
EGNO	DESCRIP	depositr	DEPT
1989.88.3a	1 OF 4 LARGE SOBA CUPS	MARKS. EDITH	JAPN
1989.88.3b	1 OF 4 LARGE SOBA CUPS	MARKS. EDITH	JAPN
1989.88.3c	1 OF 4 LARGE SOBA CUPS	MARKS. EDITH	JAPN
1989.88.3d	1 OF 4 LARGE SOBA CUPS	MARKS. EDITH	JAPN
1989.88.4	ROUND INCENSE BOX	MARKS. EDITH	JAPN
1989.88.5	ROUND BOX.GURI LACQUER	MARKS. EDITH	JAPN
1989.88.6	BRONZE INCENSE BURNER	MARKS. EDITH	JAPN
1989.88.7	COMB. WALRUS IVORY	MARKS. EDITH	JAPN
1989.88.8	COMB. WALRUS IVORY	MARKS. EDITH	JAPN
1989.88.9	COMB. ELEPHANT IVORY	MARKS. EDITH	JAPN
1989.88.10	COMB. TORTOISE SHELL	MARKS. EDITH	JAPN
1989.88.11	COMB. TORTOISE SHELL	MARKS. EDITH	JAPN
1989.88.12	COMB. TORTOISE SHELL	MARKS. EDITH	JAPN
1989.88.13	COMB. TORTOISE SHELL	MARKS. EDITH	JAPN
1989.88.14	COMB. TORTOISE SHELL	MARKS. EDITH	JAPN
1989.88.15	COMB. BLACK LACQUER	MARKS. EDITH	JAPN
1989.88.16	COMB. GOLD MAKIE	MARKS. EDITH	JAPN
1989.88.17	COMB. FAUX TORTOISE	MARKS. EDITH	JAPN
EGNO	DESCRIP	depositr	DEPT
1989.88.18	COMB. FAUX TORTOISE	MARKS. EDITH	JAPN
1989.89.1	SHIKISHI BY YOSANO	UCHIDA. Y.	JAPN
1989.89.2	2 VOLS. OF NOTEBOOKS	UCHIDA. Y.	JAPN
1989.89.3a	WOODBLOCK BOOK. MEIJI	UCHIDA. Y.	JAPN
1989.89.3b	WOODBLOCK BOOK. MEIJI	UCHIDA. Y.	JAPN
1989.89.3c	WOODBLOCK BOOK. MEIJI	UCHIDA. Y.	JAPN
1989.95	LARGE TOKONAME JAR	GOLDBLATT.J.	JAPN
1989.96	TEA CADDY	SUZUKI	JAPN
1989.61	GOLD REPOUSSE BUDDHA	WILLIAMS. J.	SEA
1989.68	SEATED BUDDHA. LEAD	NOVICK. J.	SEA
1989.90.1	INTAG. W/TURTLE. BURMA	CASTILE. R.	SEA
1989.90.2	INTAGLIO W/ WASP.BURMA	CASTILE. R.	SEA

ASIAN ART COMMISSION

RESOLUTION C90-009

Approval of Acquisition of Objects with Discretionary Funds

WHEREAS, The Acquisitions and Loans Committee, at its meeting of January 30, 1990, recommended that acquisition of the following objects with discretionary funds be confirmed:

R1989.98.1 Vajra Bronze Cambodia	Dealer: Biancardi
R1989.98.2 Vajra Gilt Bronze Java	Dealer: Biancardi

Now, therefore, be it

RESOLVE1D, That the Asian Art Commission hereby approves the acquisition of the above objects with discretionary funds.

February 6, 1990

ASIAN ART MUSEUM COMMISSION

RESOLUTION C90-010

Approval of Revised Budget for Women: Auspicious and Divine Exhibition

WHEREAS, The budget for the "Women: Auspicious and Divine" exhibition has been revised and is outlined on the attachment to this resolution, and

WHEREAS, The Exhibitions Committee at its meeting of January 16, 1990, approved the attached budget; and

WHEREAS, The exhibition is fully funded; now, therefore, be it

RESOLVED, That the Asian Art Commission hereby approves the attached revised budget for the "Women: Auspicious and Divine" Exhibition, subject to approval by the Foundation.

Attachment

February 6, 1990

WOMEN: AUSPICIOUS AND DIVINE
Images of Southeast Asia and India

March 21 - December 30, 1990
Jewett Gallery
c. 30 objects
Nancy Hock, Curator

Southeast Asian and Indian artists have long exalted the female figure in both human and divine form. The exhibition defines distinctions that exist between among the various traditions in these regions.

Budget: $35,923

Funding Status:

$14,423	NEA (preliminary notification; award letter pending)
12,500	California Arts Council (awarded)
9,000	Wattis Fund

WOMEN: AUSPICIOUS AND DIVINE

Exhibition Budget

January 15, 1990

Dates: March 21 - December 30, 1990
Gallery: Jewett
Curator: Nancy Hock
# of Days Open:
9308

						FUNDING
PERSONNEL						
	# Staff	Rate	#Days			
Lighting Tech	1	172.91	2.5	432		
Fringe		28%		121		
MATERIALS						
	Item	quantity	unit			
Conservation supp.	Silica tiles	4	40	160		
Vitrines		2	200	400		
Lumber	ped. bases	30	100	3,000		
Fabric	per. vitrine	2	100	200		
Paint/supplies	per gallery	2	500	1,000		
Hardware				100		
Plexi	sheets	2	230	460		
Misc.				100		
Lighting Fixtures				3,000		
SIGNAGE						
Interior	Banner	1	650	650		
	Lg. Title	1	225	225		
	Sm. Title	1	185	185		
	Text Panel	1	325	325		
	Photo Panels	3	500	1,500		
Exterior				485		
			Total Install.		**12,343**	NEA
PROMOTION						
Publicity packets/ photography						
			Total Promotion		**2,000**	NEA

PUBLICATIONS/EDUCATION					
Labels-design and prod.			80		NEA
Brochures			9,000		Wattis
		Total Publ/Educ.		**9,080**	
SUPPLEMENTAL PROGRAMS					
Lectures (incl. pr)	3	333	1,000		
Teacher's Workshop	1	3,500	3,500		
Music/Dance Concerts	2	1,500	3,000		
Film Series (incl. pr)			5,000		
		Total Suppl. Programs		**12,500**	CAC
			GRAND TOTAL	**$35,923**	

PROJECTED SUPPORT

NEA grant (preliminary notice rec'd)	$14,423	
CAC grant (education programs--awarded)	12,500	
Wattis Fund (brochure)	9,000	
	TOTAL SUPPORT	$35,923

Women: Auspicious and Divine
prepared: H. Fischer 1/15/90

ASIAN ART COMMISSION

RESOLUTION C90-011

Approval of Budget for Qing Porcelains Exhibition

WHEREAS, The budget for the "Qing Porcelains" exhibition has been established and is outlined on the attachment to this resolution, and

WHEREAS, The Exhibitions Committee, at its meeting of January 16, 1990, approved the attached budget; now, therefore, be it

RESOLVED, That the Asian Art Commission hereby approves the attached budget for the "Qing Porcelains" Exhibition, subject to approval by the Foundation and receipt of full funding by May 1, 1990.

Attachment

February 6, 1990

QING PORCELAINS
From a Technical Point of View

July 4 - October 28, 1990
Gruhn Court
66 objects

The potters of the Qing Dynasty (1644-1912) created the most brilliant porcelains in Chinese history. This exhibition traces nearly three centuries of technical advancement, innovation, and experimentation.

Budget: $39,952

Funding Status:
$15,000 NEA (preliminary notification received; award letter pending).

QING PORCELAINS

Exhibition Budget

January 15, 1990

Dates: July 4 - October 28, 1990
Gallery: Gruhn Court
Curator: Clarence Shangraw
#/Objects: 66
Acct: 9309

					FUNDING
PERSONNEL					
	# Staff	Rate	#Days		
Lighting Tech	1	172.91	5	865	
Painters	2	139.44	10	1,394	
Fringe		30%		678	
Technical Consultant				2,500	
MATERIALS					
	Item	quantity	unit		
Vitrines		12	500	6,000	
Lumber	ped. bases	12	100	1,200	
Fabric	per. vitrine	12	100	1,200	
Paint/supplies	per gallery	1		1,500	
Hardware	lead pigs			1,300	
Plexi	sheets	1	250	250	
Misc.				100	
Lighting Fixtures	track/36 fix			7,000	
SIGNAGE					
Interior	Banner	1	650	650	
	Lg. Title	1	225	225	
	Sm. Title	1	185	185	
	Text Panel	1	325	325	
	Photo Panels	4	500	2,000	
Exterior				600	
			Total Install.		**27,972**
PUBLICATIONS/EDUCATION					
Labels-design and prod.				80	
Gallery Guide				5,000	
			Total Publ/Educ.		**5,080**

PROMOTION		
press event	300	
Advertisements	4,000	
Publicity packets/mailing	500	
Photography	200	
	Total Promotion	**5,000**
	Subtotal	38,052
	Contingency @ 5%	1,900
	GRAND TOTAL	**$39,952**

PROJECTED SUPPORT	
NEA grant (preliminary notice rec'd)	$15,000

Qing Porcelains
prepared:
H. Fischer 1/15/90

ASIAN ART COMMISSION

RESOLUTION C90-012

Approval of Budget for
Noble Prince - Bada Shanren and His Art Exhibition

WHEREAS, The budget for the "Noble Prince - Bada Shanren and His Art" exhibition has been established and is outlined on the attachment to this resolution, and

WHEREAS, The Exhibitions Committee, at its meeting of January 16, 1990, approved the attached budget; now, therefore, be it

RESOLVED, That the Asian Art Commission hereby approves the attached budget for the "Noble Prince - Bada Shanren and His Art" Exhibition, subject approval by the Foundation and receipt of full funding by May 1, 1990.

Attachment

February 6, 1990

NOBLE PRINCE
Bada Shanren and his art

August 22 - October 28, 1990
80 objects
Patricia Berger, Curator-in-Charge

Bada Shanren (1626-1705) was one of China's most enigmatic artists. His art combines the ancient Chinese tradition of xieyi ("sketching ideas") with allusions to Confucian, Buddhist, and Daoist literature. The exhibition features 80 works of art and was organized by the Yale University Art Gallery.

Budget: $147,495

Funding Status:
Pending

NOBLE PRINCE: BADASHANREN AND HIS ART — EXHIBITION BUDGET

August 22 - October 28, 1990

Curator-in-charge: Patricia Berger

INSTALLATION COSTS

FEES		
Participation fee	$50,000.	
Entertainment	250.	
SALARIES AND WAGES		
Preparator (1 @ $14.12/hr. x 80 hrs.)	1,130.	
Lighting tech (1 @ $21.52/hr. x 40 hrs.)	861.	
Fringe benefits (30%)	597.	
MATERIALS AND SUPPLIES		
Conservation supplies (silica)	5,000.	
Lumber	2,000.	
Fabric	3,000.	
Paint and supplies	900.	
Hardware	100.	
Plexiglass (52 hanging scrolls x $250.)	13,000.	
Miscellaneous	500.	
Lighting fixtures	3,000.	
Truck rental ($90./day x 2 days)	180.	
Storage	600.	
Signage	1,800.	
TOTAL INSTALLATION		82,918.

EDUCATION

PUBLICATIONS		
Brochure	15,000.	
PROGRAMS		
Teachers' Workshop	3,500.	
Film series	4,000.	
Concerts (2)	6,000.	
TOTAL EDUCATION		28,500.

NOBLE PRINCE: BUDGET, page 2

PROMOTION		
SALARIES AND WAGES		
Public relations assistant (1 @ 13.27/hr. x 180 hrs.)	2,388.	
Fringe (30%)	716.	
SERVICES		
Poster distribution	400.	
Postage and shipping	250.	
Courier service	300.	
PRESS MATERIALS		
Photo duplication	300.	
Press kit	1,000.	
ADVERTISING		
Print	20,000.	
Radio public service announcements	500.	
TV public service announcements	3,200.	
TOTAL PROMOTION		29,054.
CONTINGENCY (5% total budget)		7,023.
TOTAL EXHIBITION EXPENSES		$147,495.

Budget prepared 11/20/89

ASIAN ART COMMISSION

RESOLUTION C90-013

Approval of Budget for
Yokohama - Prints from 19th Century Japan Exhibition

WHEREAS, The budget for the "Yokohama - Prints from 19th Century Japan" exhibition has been established and is outlined on the attachment to this resolution, and

WHEREAS, The Exhibitions Committee, at its meeting of January 16, 1990, approved the attached budget; now, therefore, be it

RESOLVED, That the Asian Art Commission hereby approves the attached budget for the "Yokohama - Prints from 19th Century Japan" Exhibition, subject to approval by the Foundation and full underwriting by the exhibition sponsor.

Attachment

February 6, 1990

YOKOHAMA
Prints from 19th Century Japan

October 10 - December 9, 1990
Soong Gallery
86 prints
Yoko Woodson, Curator-in-Charge

Organized by the Freer Gallery/Arthur M. Sackler Gallery, Washington, the exhibition is drawn completely from the collection of Ambassador and Mrs. William Leonhart. The prints--beautifully colored in indigo blue, pink, yellow, and brown--illustrate Yokohama's early history as Japan's gateway to the word and microcosm of Japanese modernization.

Budget: $40,000 (incl. $20,000 for opening reception)

Funding Status:
Exhibition's presentation in San Francisco is contingent upon full underwriting by the national sponsor, Yamanouchi Pharmaceutical/Shaklee.

YOKOHAMA--PRINTS FROM 19th CENTURY JAPAN

Exhibition Budget

January 15, 1990

Dates: October 10 - December 9, 1990
Gallery: Soong Gallery
Curator: Yoko Woodson
#/Objects: 86
Acct:

					FUNDING
PERSONNEL					
	# Staff	Rate	#Days		
Lighting Tech	1	172.91	5	865	
Painters	2	139.44	5	697	
Labor				500	
Fringe		30%		618	
MATERIALS					
	Item	quantity	unit		
Paint/supplies	per gallery	1		500	
Misc.				200	
SIGNAGE (incl. design costs)					
Interior	Banner	1	650	500	
	Lg. Title	1	225	225	
	Pho/Tex Panels	6		2,500	
Exterior				900	
			Total Install.		**7,505**
PUBLICATIONS/EDUCATION					
Labels-design and prod.				100	
Symposium				4,350	
Honoraria/5	1,250				
Travel DC/SF/DC	1,500				
Flyer	1,500				
Projectionist	100				
			Total Publ/Educ.		**4,450**
PROMOTION					
Press event			300		
Advertisements			4,000		
Publicity packets/mailing			500		
Photography			200		
			Total Promotion		**5,000**

OPENING RECEPTION
500 people

Total Reception	**20,000**
Subtotal Exhibition Expenses	36,955
Contingency	3,045
GRAND TOTAL	**$40,000**

PROJECTED SUPPORT
Yamanouchi Pharmaceutical/Shaklee $40,000

(Exhibition and Reception are
to be fully funded)

Yokohama Prints
prepared:
H. Fischer 1/15/90

ASIAN ART COMMISSION

RESOLUTION C90-014

Approval of Budget for
Wisdom and Compassion: The Sacred Arts of Tibet

WHEREAS, The budget for "Wisdom and Compassion: The Sacred Arts of Tibet" exhibition has been established and is outlined on the attachment to this resolution, and

WHEREAS, The Exhibitions Committee, at its meeting of January 16, 1990, approved the attached budget; now, therefore, be it

RESOLVED, That the Asian Art Commission hereby approves the attached budget for the "Wisdom and Compassion: The Sacred Arts of Tibet" Exhibition, subject to approval by the Foundation and receipt of full funding by October 31, 1990.

Attachment

February 6, 1990

WISDOM AND COMPASSION:
THE SACRED ARTS OF TIBET

March - June 1991
c. 150 objects
Terese Bartholomew, Curator-in-Charge

Wisdom and Compassion: The Sacred Arts of Tibet, a major loan exhibition organized by the Asian Art Museum in association with Tibet House of New York City, will feature approximately 150 objects drawn from public and private collections in Europe, America and the Soviet Union. The exhibition catalogue will be published in association with Harry Abrams. The exhibition is tentatively scheduled for presentation at the IBM Gallery in New York.

Budget:	$799,750	National budget for two to three venues
	497,575	Local budget--SF presentation (incl. prorated (portion of national budget)

The national, shared expense budget is to be offset, in part, by a $300,000 contribution from Tibet House, catalogue revenues, and a participation fee from the 2nd venue.

Funding Need: $497,575

1/2/90

ASIAN ART MUSEUM OF SAN FRANCISCO

Sacred Arts of Tibet

Budget: AAM SF Presentation

ADMINISTRATION		
Shared Costs	149,960	
Inc. Insurance, Packing Shipping		
Salaries		
Public Relations Assistant	6,450	
Travel		
Inc. in National Budget	0	
Communication		
Inc. in National Budget	0	
Hospitality	1,000	
Subtotal Administration		157,410
INSTALLATION/DEINSTALLATION		
Technical Support		
Preparators, painters, Lighting technician	20,000	
Materials		
Inc. in National Budget	0	
Paint, Conservation Materials, Misc.	10,000	
Signage and Graphics (Addt'l--Local Only)	15,000	
Subtotal Installation		45,000
SECURITY		
Contracted Security Service	28,440	
Crowd Control Equipment	1,250	
Subtotal Security		29,690
EDUCATION		
Gallery Guide (100,000 copies)	30,000	
Concerts & Performances	25,000	
Film Series	11,100	
Subtotal Education		66,100
CATALOGUE		
Catalogue Purchase		
Subtotal Catalogue		74,375

PROMOTION		
Public Relations and Advertising	50,000	
Opening Events	20,000	
Poster	10,000	
	Subtotal Promotion	80,000
	Exhibition Expenses	452,575
	Contingency @ 10%	45,000
	Total Exhibition Expenses	**$497,575**

PROJECTED REVENUES:

Catalogue Sales	37,500
NEH support	75,000
Corporate Sponsorship	385,075

Prep:
H. Fischer
1/2/1990

1/2/90

Exhibit C

Sacred Arts of Tibet
Budget

Expenses

I. Organization		
Guest Curators/Consultants	$ 8,000	
Curatorial/Consultant Travel	26,000	
Communications--FAX, phone, etc.	5,000	
Registration/Conservation Reports	10,000	
Assistant Curator	43,000	
Exhibition Coordinator	10,000	
Tibet House/Organizational Expenses	28,000	
AAM/Addt'l Organizational Expenses	10,000	
Guest Curator Travel	6,000	
	Subtotal	$146,000
II. Photography		
American and European		75,000
III. Packing and Shipping		
Overseas and domestic, incl couriers and transport for SF and NYC venues		250,000
IV. Insurance		
(Projected at $50 million val.)		105,000
V. Construction/Didactic Panels		
Display cases and didactic panels for 2 venues		75,000
VI. Catalogue		
Purchase: 8,500 copies @ $17.50 ea.		148,750
Subtotal Exhibition Expenses		**$799,750**

Projected Support

NEH Planning Grant (rec'd)	34,040
AAM/NEH Matching Funds (rec'd)	17,000
Tibet House Sponsorship	300,000
Venue Participation Fees (1)	150,000
AAM Shared Cost Participation	149,960
Tibet House Catalogue Purchase	74,375
AAM Catalogue Purchase	74,375
Projected Exhibition Support	**$799,750**

Notes:

1. I.B.M. will be required to pay one-half of any transporation and insurance expenses in excess of the budgeted amount.

2. Catalogue purchase by Tibet House and AAM is shown exclusive of participation fees as catalogue purchases will be offset by income from catalogue sales.

3. As I.B.M. Gallery will undertake their own graphics, brochures, and posters, promotional materials do not appear in this budget.

ASIAN ART COMMISSION

RESOLUTION C90-015

Approval of Budget for Sculpture of Indonesia

WHEREAS, The budget for the "Sculpture of Indonesia" exhibition has been established and is outlined on the attachment to this resolution, and

WHEREAS, The Exhibitions Committee, at its meeting of January 16, 1990, approved the attached budget; now, therefore, be it

RESOLVED, That the Asian Art Commission hereby approves the attached budget for the "Sculpture of Indonesia" Exhibition, subject to approval by the Foundation and receipt of full funding by February 28, 1991.

Attachment

February 6, 1990

SCULPTURE OF INDONESIA

September 28, 1991 - January 5, 1992
120 objects
Nancy Hock, Curator-in-Charge

Organized by the National Gallery of Art, Washington, this exhibition is one of the principal components of the Festival of Indonesia, a nationwide celebration of the arts of Indonesia. The exhibition draws from major collections in Indonesia, Europe, and America, and features 120 pieces ranging from delicate gold jewelry to life-size stone sculpture.

Budget:	$574,955	(Exhibition and Related Programs)
	138,750	(Concourse Public Event)
	71,000	(Contingency)
	$784,705	

Funding Status:
Proposal pending

ASIAN ART MUSEUM OF SAN FRANCISCO

Sculpture of Indonesia

Dates: September 28, 1991 - January 5, 1992
Curator: Nancy Hock
#/Objects: 120
9809

Budget

ADMINISTRATION			
Participation fee		250,000	
Inc. Insurance, Packing Shipping and exhib cases			
Salaries			
Public Relations Assistant		6,450	
Travel			
2 Domestic/Washington		4,500	
Communication			
Telephone, FAX, Mail		1,500	
Hospitality		1,000	
		Subtotal Administration	263,450
INSTALLATION/DEINSTALLATION			
Technical Support			
Preparators, painters, lighting technician		20,015	
Materials			
Fabric, plexiglas, lumber, vitrines, paint, pylons, conservation materials		50,000	
Signage and Graphics		10,000	
Truck Rental		500	
Crate Storage		2,000	
		Subtotal Installation	82,515
SECURITY			
Contracted Security Service		28,440	
Crowd Control Equipment		1,250	
		Subtotal Security	29,690
EDUCATION			
Tour Coordinator		4,500	
Symposium		39,250	
Transportation	10,000		
Accommod./per diem	3,000		
Honoraria	2,500		
Reception	4,000		

Printed Materials	1,200		
Projectionist	250		
Guards	200		
Advertising			
Brochure	5,000		
Mailing	1,000		
Poster	2,000		
Advertisements	600		
Administrative Expenses	2,000		
Administrative Ass't/3 mo.	7,500		
Teachers Workshop		4,450	
Concerts and Performances		35,000	
Film Series		11,100	
	Subtotal Education		94,300
PROMOTION			
Public Relations and Advertising		60,000	
Opening Events		45,000	
	Subtotal Promotion		105,000
RELATED PUBLIC PROGRAMS			
Concourse Event			
New Music Indonesia (30 performers 2 days x $12,500)		25,000	
Local/National Gamelan Groups 13 groups x $2,000 ea.)		26,000	
Sound/Stage Equipment		4,200	
Festival Program Coordinator		10,000	
Consultant, Stage/Clean-up Crews		2,400	
Flyer (design/printing 20,000)		7,000	
Program Notes (design/printing)		4,250	
Mailing (15,000 x .20)		3,000	
Distribution (1,000)		400	
Newspaper/Radio Advertising		22,900	
Food Booth Materials (20 booths, incl. screening, tools generator rental, tables, chairs, ropes, trash bags, ice, lumber, platforms, drapes, carpet, debris boxes, signage, tents)		16,100	
Labor (clean-up, traffic control, installation, security, Operations Coordinator)		15,400	
Permits, Insurance		2,100	
	Subtotal Concourse Event		138,750

Sculpture of Indonesia
Budget/Page 3

Exhibition Expenses	574,955
Concourse Event	138,750
Subtotal Expenses	713,705
Contingency @ 10%	71,000
Grand Total	**$784,705**

Prepared 1/15/90
H. Fischer

Yani Exhibition, change in budget

2/6/90 (update from 1/22/90)

Because the renovations to the Magnin Gallery could not be completed in time to house the Yani Exhibition, the staff has decided that Yani will go into the Chinese Galleries. The changes in plans, which came upon us at the very last minute, created additional design, set-up and de-installation costs of roughly $5,000.

In addition, we are planning to bring Yani and her father back for a three week period beginning approximately March 18. The costs of this trip are approximately $23,000.

At present, we do not know where the $5,000 in additional costs for the exhibit itself will come from, though there is a suggestion below.

But for the $23,000 we need to bring Yani and her father back (see complete budget attached) we have the following possibilities:

United Technologies has pledged	$10,000
We have a request in to the Walter and Elise Haas Fund for	5,000
We have two requests in for donated transportation	3,000
TOTAL	$18,000

In order to cover the unfunded expenses--$5,000 in additional costs for the Exhibition itself and, potentially at least, $13,000 for Yani's visit--we suggest the following:

We have just received an unrestricted gift of $6,500. Apply this to these expenses, reducing the potential shortfall to $11,500.

We expect to make a minimum profit of $45,000 (a very conservative estimate) on the sale of Yani merchandise during the four months the exhibition is in the Museum. We suggest that we commit the first $11,500 of these profits to cover this eventual shortfall.

YANI SALES, EXPENSES AND POTENTIAL INCOME (Resolution C90-001, passed 1/9/90)

Update, 2/6/90

We will sell Yani posters and catalogues and a few other selected items.

The Yani posters cost us approximately $2.00
We will sell them for $9.95
So we will net approximately $7.95 on each poster we sell
We have 5,000 posters to sell
Our potential profit is $39,750.
We can order additional posters if we need two. Delivery time is two weeks.

The Yani catalogues cost us $12.50
We will sell them for $24.95
So we will net approximately $12.45 on each catalogue we sell
We will have 3,000 to sell
Our potential profit is $37,350

Potential profit on posters	$39,750
Potential profit on catalogues	37,350
TOTAL	$77,100

YANI VISIT				14 days	21 days
Transportation (2)	(Guilin-Beijing-S.F.	1500/per	3000	3000	3000
Expenses in China	(before and after US)	$250/day x 7	1750	1750	1750
Lodging (14 nites)	(Holiday Inn/double)	$150/nite	2100	2100	
Lodging (21 nites)			3150		3150
Per Diem (14 days)		$100/day	1400	1400	
Per Diem (21 days)			2100		2100
Local Transportation (14)	(mileage, parking)	$20/day	280	280	
Local Transportation (21)			420		420
Translator (air ticket)		$300	300	300	300
Translator salary		$600/week		1200	1800
Translator lodging	($100/nite)			1400	2100
Press Conference			1000	1000	1000
Entertainment	(2 receptions +)	1000/recept	2500	2500	2500
Insurance (medical and life)			500	500	500
Sacramento trip	(mileage for 2 cars)	.22/mile	79.2	79.2	79.2
	optional overnite	$120/room	360	360	360
Yosemite trip	(I weekend)	.22/mile	110	110	110
		hotel	1000	1000	1000
LA trip (airfare) x 5	(1 weekend)	$300/per	1500	1500	1500
		$120/room	1000	1000	1000
Contingency				300	500
TOTAL				19779.2	23169.2

ASIAN ART COMMISSION

RESOLUTION C90-016

Approval of Revised Budget for the Yani Exhibition

WHEREAS, The budget for Yani: The Brush of Innocence exhibition has been revised and is outlined on the attachment to this resolution; now, therefore, be it

RESOLVED, That the Asian Art Commission hereby approves the revised budget subject to approval by the Foundation.

Attachment

February 6, 1990

YANI: THE BRUSH OF INNOCENCE

Budget

January 15, 1990

Exhibition Dates: March 7 - July 15, 1990
Gallery: Qing/Soong
Curator: Pat Berger
# of Days Open: 95
9806

. #	Expense	Amount	CAC	UT	Getty
	Planning/Prep				
	Participation Fee	5,000		5,000	
	Insurance	200		200	
	Shipping	4,000		4,000	
	Catalogues	625		625	
	Entertain/Gifts	350		350	
	Communications	125		125	
	Installation				
	Designer (contract)	1,200		1,200	
	Lighting Tech	939		939	
	Labor	375		375	
	Painters	1,394			
	Fringe	812		812	
	Materials/Supp.				
	Wall Prep.	2,000			
	Lumber	3,000	70	2,930	
	Paint Supplies	300		300	
	Addt'l Paint	500			
	Tools/Hardware	100		100	
	Light. Fix/Supp.	9,680	4,780		4,900
	Conservation	660		660	
	Truck Rental	150		150	
	Video Install.	1,700	1,700		
	Signage/Graphics				
	Exterior	900	900		
	Banners	500	500		
	Show Titles	225	225		
	Photo/Text Pan(3)	1,950	1,950		
	Labels	500	500		
	Directional	200	200		
	Sales Tax	300	300		

Education/Outreach				
Gallery Guide	5,500	5,500		
Video Dup.	300	300		
Coloring Book	5,000	5,000		
Programs	8,000		8,000	
Suppl. Programs	1,000			
Promotion				
Press Event/Invites	350		350	
Press Event/Recept.	1,000		1,000	
Press Rel./Photo	2,000	2,000		
Advertising	4,900	2,075	2,825	
Advertising			in kind	
Opening Recept.			in kind	
Yani Visit	23,169		10,000	
Shop Display	1,000			
Contingency	59		59	
Subtotal Expenses	89,963	26,000	40,000	4,900

Funding Sources	
California Arts Council	26,000
United Technologies (Exhb sup.)	30,000
United Technologies (Yani visit)	10,000
Getty (Jade Terrace Surplus)	4,900
AAM Development (Shop display)	1,000
Subtotal Funding	**71,900**
Funding Required	
Installation Supp.	3,894
Supp. Programs	1,000
Yani Visit	13,169
Total Addt'l Funding Req.	**$18,000**

:
Fischer
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ASIAN ART COMMISSION

RESOLUTION C90-017

Statement Clarifying Terms of Office for Commissioners

RESOLVED, The Asian Art Commission hereby agrees to the following policy:

1. Persons who have served less than one-half term will not be considered to have served a full term;

2. Persons who have served one-half or more term will be considered to have served a full term;

3. Persons will be considered to be in office at the time of election by the Commission.

4. Persons may be elected to either a partial of full term, depending on the vacancy of seats.

February 6, 1990

ASIAN ART COMMISSION

RESOLUTION C90-018

Renomination of Brook Byers for Second Term

WHEREAS, Commissioner Brook Byers has completed his first term of office as of July 30, 1989, and

WHEREAS, The Nominating Committee recommends that he be renominated for a second term; now, therefore, be it

RESOLVED, That the Asian Art Commission endorses the Nominating Committee's recommendation and nominates Commissioner Byers for a second term beginning August 1, 1989 and ending July 31, 1992.

February 6, 1990

ASIAN ART COMMISSION

EXECUTIVE COMMITTEE

February 6, 1990

The Minutes of this meeting are missing.

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AGENDA

ASIAN ART COMMISSION

EXECUTIVE COMMITTEE MEETING

Tuesday, April 3, 1990 - 10:30 A.M.

Conference Room - Asian Art Museum

There will be an opportunity for public testimony before action is taken on any agenda item.

1. Call to Order

2. Approval of Minutes of February 6, 1990 Executive Committee Meeting

3. Chairman's Report

   a. Resolution C90-021 - Approval of Appointment of 25th Anniversary Celebration Committee
   b. Director Castile's Honored with Swords to Plowshares Award, May 30
   c. Other Informational Items

4. Director's Report - Informational Items

5. Report of Deputy Director, Administration

   a. Personnel Update
   b. Facilities Report
   c. Resolution C90-020 - Ratification of City Budget Submittal
   d. Financial Report and Request for Budget Reallocations
   e. Other Informational Items

6. Report of Deputy Director and Chief Curator

   a. Exhibitions Update
   b. Other Informational Items

7. Report of Deputy Director, Development

   a. Marketing/Public Relations Update
   b. Development Update

8. Committee Reports

   a. Ad Hoc Preliminary Planning Committee
   b. Acquisitions and Loans Committee
   c. Connoisseurs Council

d. Exhibitions Committee
e. Korean Development Committee
f. Marketing Committee
g. Nominating Committee
h. Public Programs Committee
i. Other committee reports as needed

9. Asian Art Museum Foundation Report - Mrs. Brayton Wilbur, Jr.

10. Public Comment - At this time, members of the public may address the Commission on items that are within the subject matter jurisdiction of the Asian Art Commission. Members of the public may address the Commission for up to three minutes. The Chairman may limit total testimony to thirty minutes.

11. Adjournment

ASIAN ART COMMISSION

RESOLUTION C90-021

Asian Art Museum
Twenty-Fifth Anniversary Celebration

WHEREAS, The Asian Art Museum will celebrate its twenty-fifth anniversary in June of 1991, which occasion deserves to be appropriately celebrated, now, therefore, be it

RESOLVED, That the Asian Art Commission approves the appointment of an ad hoc committee to plan a fitting celebration of the twenty-fifth anniversary of the Asian Art Museum.

April 3, 1990

TO : Judith L. Teichman
Deputy Director for Administration

FROM : Mori Noguchi
Acting Personnel Officer

SUBJECT : Personnel Update

DATE : March 27, 1990

EXHIBITIONS AND PREPARATIONS DEPARTMENT

The Civil Service Examination Divison has completed the initial phases of their examinations for the Museum Preparator and the Principal Museum Preparator positions. The oral interviews for the Principal Museum Preparator position are now scheduled for March 30. There has been a slight delay in the interviews for the Preparator position which is tentatively scheduled for April 19. Al Barna and John O'Neil are temporarily filling in as Museum Preparators pending the completion of the examinations.

The review of the Mountmaker resumes has been delayed pending an administrative decision on the duration of the funding of the position. Meetings to review the resumes are currently scheduled for the last week of March and the first week of April, after which the top candidates will be invited for oral interviews in late April.

DEVELOPMENT DEPARTMENT

Joe Sandy, Assistant to the Deputy Director for Development tendered his resignation effective COB 3/23. Joe indicated that he was sorry to leave the Asian Art Museum but he had an offer that he could not refuse. Job announcements designed to seek out applicants to replace Joe have been distributed, and an advertisement placed in Opportunity Nocs, a publication serving the San Francisco Bay Area Nonprofit Community. Resumes are being accepted until April 3, the final date for receipt of resumes.

REGISTRATION

Marilyn O'Keeffe, who has accepted our new position of Senior Museum Registrar, will be in our offices during the week of April 2 - April 6 for an initial orientation period. Marilyn is due to start her full time duties beginning Monday, May 21st.

ADMINISTRATION DEPARTMENT

The initial interviews have been completed for the Personnel Officer position under the direction of volunteer Bill Wahrhaftig. The top candidates will be invited back for a final interview with the Deputy Director for Administration who will make the ultimate selection. The position is temporarily being filled by Mori Noguchi.

GENERAL PERSONNEL ADMINISTRATION

The Performance Evaluation Program for all employees of the Asian Art Museum is finally in motion. The first employee to be evaluated under this new system was Director Rand Castile. The next step of our plan calls for the Director to evaluate the performance of the three Deputy Directors.

The draft of the employee handbook has been reviewed by the President of the Commission, the Director and the three Deputy Directors. Copies are now with members of the Commission, and after their review, it is planned to distribute draft copies to the staff for their input.

ASIAN ART MUSEUM OF SAN FRANCISCO
THE AVERY BRUNDAGE COLLECTION
GOLDEN GATE PARK, SAN FRANCISCO, CALIFORNIA 94118-4598

March 26, 1990

MEMORANDUM

TO: Judy Teichman, Deputy Director

FROM: Sherin S. Cole, Operations Coordinator

SUBJECT: Facilities Report

GLASS DOORS

Contact is to be made with Primo Angeli, Designer, regarding the design of the logo for the glass doors.

HVAC

The Contractor is still trying to work the "bugs" out of the system and is continuing to run tests. The project should be completed in a matter of days.

EARTHQUAKE DAMAGES

We are still awaiting Material Safety Data Sheets (MSDS's) for the sealant in Art Storage and the entry tile delivery.

MAGNIN ROOM

The asbestos vacuuming portion of the project is out to bid by the City and we should have results shortly.

CONFERENCE ROOM/CLASSROOM

The room is completed and is currently being utilized.

NEW SECOND FLOOR OFFICES

As scheduled on March 5th, the Development Department occupied their new space.

cable address: Asianart/telephone (415) 668-892

MISCELLANEOUS PROJECTS

An outside janitorial contractor completed cleaning of several areas in the AAM, including Gruhn Court floor, carpet cleaning throughout the first floor galleries, floor and janitors sink in the caterer's hallway, and the men's and women's restrooms on the first floor and lower level areas.

DPW's painting department is presently onsite painting the entrance to the Trustee's Auditorium, the Projection Room, Caterer's hallway, SoKam's office, Sherin's office, and Judy's office.

Upcoming projects include rekeying of interior doors including a tracking system of key issuance; completion of roof repair; addition of roll down security doors on outside perimeter first floor windows; additional motion detectors; replacement of roof camera; pigeon abatement; and repair of emergency light system.

ASIAN ART COMMISSION

RESOLUTION C89-041, REVISION B

Confirming Budget Policies

WHEREAS, Resolution C89-041, Revision A authorized the Director, upon staff recommendation, to reallocate between departments and major expense categories, e.g., contractual services and materials and supplies, amounts which in total do not exceed $50,000, details of which much be promptly furnished to the Controller; now, therefore, be it

RESOLVED, That the resolution is amended as provided in the Policy on Budget Adjustments dated March 6, 1990 which is attached hereto; and be it

FURTHER RESOLVED, That the final provision of C89-041, Revision A, stating that on the recommendation of the Director, the Deputy Director, or the Controller, the Commission Executive Secretary is authorized to execute City documents requesting reallocation of City funds to the extent permitted by City Regulations, remains in effect.

Attachment

June 7, 1989
Revised October 3, 1989
Further Revised April 3, 1990

POLICY ON
BUDGET ADJUSTMENTS

The Director is authorized to make adjustments to the annual operating budget for the Museum subject to the following limitations.

(1) There can be no increase in the budget unless there is confirmed, offsetting restricted income, or the increase is approved by the Commission and the Foundation.

(2) Permanent staff positions must be approved in advance by the Commission and Foundation. Any position for a period in excess of six months is considered a permanent position for the purposes of this policy.

This policy covers two types of budget adjustments: reallocations from within the approved budget for operations and additions to the budget on either the income or expense side.

Subject to the approval of the Director, departments may reallocate funds <u>within</u> major expense categories unless the reallocation is inconsistent with any specific restrictions placed in the funds by the grantor or Commission and Foundation. The Director may delegate in writing the authority to reallocate funds within a department to department heads.

Before reallocating funds from one department to another, the Director shall consult with the heads of the departments whose budgets will be affected and shall determine that the funds have not already been committed to a specific project or expense.

Reallocations are not effective and no expense may be incurred on the basis of an adjustment until the budget adjustment is processed through the Accounting Office on the Budget Adjustment Form and initialed by either the Controller, Assistant Controller or Deputy Director, Administration.

The budget adjustment forms shall be retained by the Accounting Department and available for review by members of the Commission and Foundation upon request. A summary of the adjustments shall be provided the members of the Budget Review Group within 60 days.

March 6, 1990

ASIAN ART COMMISSION

RESOLUTION C90-020

Ratification of City Budget Submittal

WHEREAS, The Asian Art Museum was required to submit a departmental budget to the City in March; and

WHEREAS, The Chairman of the Asian Art Commission, the Treasurer of the Commission and the Foundation, and the Budget Review Committee have carefully reviewed and approved the draft submission prepared by staff; now, therefore, be it

RESOLVED, That the Asian Art Commission hereby ratifies the Museum's budget submission to the City.

April 3, 1990

Development Report: Funds Raised 3/26/90

	Revised Budget FY 89-90	Raised 7/1/89 - 2/27/90	Raised 2/27 - 3/26/90	Total Raised To-Date	Left to Raise by 6/30/90
I. Unrestricted					
Annual Fund					
Individuals	$420,915	156,337	118,544	274,881	146,034
Corporations	68,200	24,500	5,000	29,500	38,700
Gruhn Court Rent	41,900	28,925	3,150	32,075	9,825
Total	531,015	209,762	126,694	336,456	194,559

II. Odyssey

tickets sales	151,400.00
underwriting	90,500.00
total expenses	125,870.39
total profit	116,029.61

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MINUTES

ASIAN ART COMMISSION

Executive Committee Meeting

Tuesday, April 3, 1990 - 10:30 A.M.

Conference Room - Asian Art Museum

PRESENT:

Chairman Presiding: Mrs. Lewis Lowe
Vice Chairman: James M. Gerstley
Treasurer: Richard F. Shelton

Warren W. Faus
Mrs. Robert Seller
Mrs. Brayton Wilbur, Jr.

ABSENT:

Carl D. Gustavson
Mrs. Hart H. Spiegel
Deepa Thomas
John F. Williams

IN ATTENDANCE:

Rand Castile, Director
Robert M. Lindquist, Deputy Director, Development
Clarence Shangraw, Deputy Director and Chief Curator
Judith L. Teichman, Deputy Director, Administration
Helen Strate, Development Officer, Individual Gifts
Margaret S. Lindsay, Executive Secretary

CALL TO ORDER:

The meeting of the Asian Art Commission's Executive Committee was called to order at 10:30 A.M. by Chairman Alice G. Lowe, a quorum being present.

APPROVAL OF MINUTES:

The minutes of the February 6, 1990 Executive Committee meeting, having been mailed to all present, were approved unanimously as written.

Asian Art Commission
Executive Committee
April 3, 1990

CHAIRMAN'S REPORT:

a. **Resolution C90-021** - After discussion concerning the 25th anniversary of the Museum in 1991, the following resolution was approved unanimously:

RESOLUTION C90-021

Asian Art Museum
Twenty-Fifth Anniversary Celebration

WHEREAS, The Asian Art Museum will celebrate its twenty-fifth anniversary in June of 1991, which occasion deserves to be appropriately celebrated, now, therefore, be it

RESOLVED, That the Asian Art Commission approves the appointment of an ad hoc committee to plan a fitting celebration of the twenty-fifth anniversary of the Asian Art Museum.

b. **Director Castile Honored** - Mrs. Lowe advised that the Director has been honored by "Swords to Plowshares," a veterans rights organization, with its first annual award for persons who have demonstrated understanding, commitment and support to the Vietnam veterans community. The award is to be presented during a dinner on Memorial Day, Wednesday, May 30, 1990, at the Parc Fifty Five Hotel in San Francisco and all Commissioners and Trustees were urged to attend.

c. **Resignation of Judith F. Wilbur as Chairman of the Foundation** Mrs. Lowe regretfully announced that Mrs. Wilbur planned to resign her position of Foundation Chairman at the Foundation meeting immediately following. She extended her sincere appreciation and that of the entire Commission for all that Mrs. Wilbur has done for the Museum throughout the years. A meeting of the Nominating Committee is planned for the purpose of proposing a successor.

Asian Art Commission
Executive Committee
April 3, 1990

DIRECTOR'S REPORT:

Mr. Castile's report touched briefly on the following subjects:

- Plans have commenced for the 25th anniversary celebration which is envisioned to be an excellent opportunity in terms of programming and enhancement of the Museum's profile. Reports on the progress of the plans will be provided on a regular basis.

- The Yani exhibition is proceeding extremely well and has succeeded in attracting a large audience of children from the surrounding communities--all of the school programs are completely subscribed in all areas. The Director of Marketing and Public Relations and her staff were complimented for a superb job in promoting the exhibition.

- Mrs. Wilbur was congratulated on what Mr. Castile termed the brilliant success of the Odyssey fund-raising event. He extended his warm appreciation to her for her tireless efforts on behalf of the Museum throughout the many years of her association with the Museum.

REPORT OF DEPUTY DIRECTOR, ADMINISTRATION:

a. **Personnel Update and Facilities Report** - The written Personnel Update which was included in the agenda packet and the following topics were discussed briefly:

   - The draft Personnel Handbook has been circulated to several Commissioners for review and several comments have been received.

   - A brief update was given regarding the progress of the examinations for principal preparator and preparator.

   - Marilyn O'Keefe, newly appointed Senior Registrar, is presently in San Francisco and will report for work in May. Her professional background was briefly discussed.

   - William Wahrhaftig managed the examination process for Personnel Officer. The list of candidates for this position has been narrowed to three.

The written Facilities Report was included in the agenda packet. In addition, brief updates were provided on the progress of asbestos removal in the Magnin Room and pigeon abatement.

b. Resolution C90-020 - The following resolution was approved unanimously:

RESOLUTION C90-020

Ratification of City Budget Submittal

WHEREAS, The Asian Art Museum was required to submit a departmental budget to the City in March; and

WHEREAS, The Chairman of the Asian Art Commission, the Treasurer of the Commission and the Foundation, and the budget review group have carefully reviewed and approved the draft submission prepared by staff; now, therefore, be it

RESOLVED, That the Asian Art Commission hereby ratifies the Museum's budget submission to the City.

c. Resolution C89-041B - After discussion, the following resolution was approved unanimously:

RESOLUTION C89-041, REVISION B

Confirming Budget Policies

WHEREAS, Resolution C89-041, Revision A authorized the Director, upon staff recommendation, to reallocate between departments and major expense categories, e.g., contractual services and materials and supplies, amounts which in total do not exceed $50,000, details of which must be promptly furnished to the Controller; now, therefore, be it

RESOLVED, That the resolution is amended as provided in the Policy on Budget Adjustments which follows; and be it

FURTHER RESOLVED, That the final provision of C89-041, Revision A, stating that on the recommendation of the Director, the Deputy Director, or the Controller, the

Commission Executive Secretary is authorized to execute City documents requesting reallocation of City funds to the extent permitted by City Regulations, remains in effect.

POLICY ON
BUDGET ADJUSTMENTS

The Director is authorized to make adjustments to the annual operating budget for the Museum subject to the following limitations.

(1) There can be no increase in the budget unless there is confirmed, offsetting restricted income, or the increase is approved by the Commission and the Foundation.

(2) Permanent staff positions must be approved in advance by the Commission and Foundation. Any position for a period in excess of six months is considered a permanent position for the purposes of this policy.

This policy covers two types of budget adjustments: reallocations from within the approved budget for operations and additions to the budget on either the income or expense side.

Subject to the approval of the Director, departments may reallocate funds <u>within</u> major expense categories unless the reallocation is inconsistent with any specific restrictions placed in the funds by the grantor or Commission and Foundation. The Director may delegate in writing the authority to reallocate funds within a department to department heads.

Before reallocating funds from one department to another, the Director shall consult with the heads of the departments whose budgets will be affected and shall determine that the funds have not already been committed to a specific project or expense.

Reallocations are not effective and no expense may be incurred on the basis of an adjustment until the budget adjustment is processed through the Accounting Office on the Budget

Adjustment Form and initialed by either the Controller, Assistant Controller or Deputy Director, Administration.

The budget adjustment forms shall be retained by the Accounting Department and available for review by members of the Commission and Foundation upon request. A summary of the adjustments shall be provided the members of the Budget Review Group within 60 days.

Original date June 7, 1989
Revised October 3, 1989
Further Revised April 3, 1990

REPORT OF DEPUTY DIRECTOR AND CHIEF CURATOR:

Mr. Shangraw reported briefly about two new exhibitions--Yani: The Brush of Innocence and Women: Auspicious and Divine. He advised that the balance of the year will concentrate on the reinstallation of the Indian, Korean and Chinese galleries as well as two exhibitions planned for the fall--Bada Shanren and Yokohama Prints. It was noted the deadline for funding the Bada Shanren exhibition is May 1; however, three funding requests are pending.

He spoke of a recent National Palace Museum publication featuring Chinese lacquers in which 75% of the objects described are part of the permanent collection of the Asian Art Museum.

He noted that Hal Fischer, Exhibitions and Publications Coordinator, is presently working on the preparation of a publications survey of what achievements the staff would like to realize during the next eight years in the area of publications.

REPORT OF DEPUTY DIRECTOR, DEVELOPMENT:

Mr. Lindquist introduced Helen Strate, Development Officer, Individual Gifts and indicated that an Individual Gifts Committee has been formed. He also reviewed the written Development Report, outlining the amounts raised to date versus funds remaining to be procured and the anticipated sources of those funds. He advised that a spring direct mailing campaign is planned for May 1 and May 7. The cost for this appeal will be $50,000 and the approximate net is anticipated to be $100,000. He spoke about the success of

the Yani shop and applauded Lilia and Nanette for their efforts in this regard.

There was a brief discussion about the ongoing planning process and the date of the capital campaign inauguration. Ms. Teichman observed that the recent Texas museum site visits proved to be extremely valuable and noted that the trip to several museums in the Midwest originally planned for the third week in April has been postponed until September. It was also mentioned that staff appointments have been made to five planning subgroups to help identify some of the values and issues requiring resolution.

COMMITTEE REPORTS:

a. Acquisitions and Loans Committee - There was no Committee report at this time; however, Mrs. Seller remarked that there would be a reception this afternoon to celebrate the donation of the Korean painting by The Museum Society Auxiliary and the Connoisseurs Council.

b. Korean Development Committee - Mr. Lindquist commented on the recent activities of this committee and advised that a fund-raiser is planned for September 10.

c. Nominating Committee - The Nominating Committee plans to send requests to Commissioners for suggestions for Commission nominations.

d. Public Programs - Mr. Faus commented briefly on the various activities associated with the Yani exhibition.

ASIAN ART MUSEUM FOUNDATION REPORT - Mrs. Wilbur presented a bound comprehensive report of the Odyssey fund-raising event which resulted in a net profit of $116,029. She was congratulated and warmly thanked for an outstanding job.

PUBLIC COMMENT:

At this time, members of the public were invited to address the Executive Committee on items within the subject matter jurisdiction of the Asian Art Commission. Members of the public may address the

Commission for up to three minutes. The Chairman may limit total testimony to thirty minutes.

There was no public comment at this time.

ADJOURNMENT:

There being no further business to discuss, the meeting was adjourned at 11:35 A.M.

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AGENDA

ASIAN ART COMMISSION

EXECUTIVE COMMITTEE MEETING

Tuesday, June 5, 1990 - 10:30 A.M.

Conference Room - Asian Art Museum

There will be an opportunity for public testimony before action is taken on any agenda item.

1. Call to Order

2. Approval of Minutes of April 3, 1990 Executive Committee Meeting

3. Chairman's Report

   a. Museum Trustees Association Annual Meeting
   b. Museum Society Task Force
   c. Other Informational Items

4. Director's Report - Informational Items

5. Report of Deputy Director, Administration

   a. Personnel Update
   b. Facilities Report
   c. Report on Planning Process
   d. Report on 1989-90 City and Foundation Budget
   e. Resolution C90-034 - Request for Approval of Preliminary Combined Budget for 1990-91 (budget to be distributed at meeting)

6. Report of Deputy Director and Chief Curator

   a. Exhibitions Update
   b. Other Informational Items

7. Report of Deputy Director for Development and Public Affairs

   a. Marketing/Public Relations Update
   b. Report on and Approval of Budget for 25th Anniversary Celebration, Resolution C90-035 (budget to be distributed at meeting)
   c. Development Update
   d. Discussion - Korean Development Committee

Agenda
Asian Art Commission
Executive Committee
June 5, 1990

8. Committee Reports

   a. Ad Hoc Preliminary Planning Committee
   b. Acquisitions and Loans Committee
   c. Connoisseurs Council
   d. Exhibitions Committee
   e. Marketing Committee
   f. Nominating Committee - Approval of Resolution C90-036 - Election of New Commissioners: Mrs. Theodore Lee, J. Sanford Miller
   g. Public Programs Committee
   h. Other committee reports as needed

9. Asian Art Museum Foundation Report

10. Other Business

11. Public Comment - At this time, members of the public may address the Commission on items that are within the subject matter jurisdiction of the Asian Art Commission. Members of the public may address the Commission for up to three minutes. The Chairman may limit total testimony to thirty minutes.

12. Adjournment

TO : Judith L. Teichman
Deputy Director for Administration

FROM : Mori Noguchi
Acting Personnel Officer

SUBJECT : Personnel Update

DATE : May 28, 1990

EXHIBITIONS AND PREPARATIONS DEPARTMENT

The Civil Service Examinations were completed for the positions of Museum Preparator and Principal Museum Preparator. Final interviews were conducted and Allan Barna and John O'Neil (#1 and #2 on the eligible list) were selected to fill the two vacancies of Museum Preparator and Guy Herrington (#1 on the eligible list) was selected to fill the Principal Museum Preparator position. All three have been processed through the Civil Service procedure and are currently serving their probationary period.

The job description for the Foundation funded position of Museum Preparator has been amended to add the duties of a designer of installations to the normal duties of a preparator. The current incumbent of the position already performs as the designer and the new description only describes the duties already being performed. It was recommended that the salary for this new position be set at a rate "10% more than the Museum Preparator" to compensate for the additional responsibilities and duties.

DEVELOPMENT DEPARTMENT

Interviews were completed for the finalists to fill the vacant position of Assistant to the Deputy Director for Development/Corporate and Foundation Relations. Unfortunately, there was no final agreement on the one person to be selected and it was decided to not appoint any of the finalists. The examination is to be reannounced with more definitive experience to be required of the applicants.

EDUCATION DEPARTMENT

Temporary part time applicantss were interviewed and hired to help with the large number of school children who are being attracted to the very popular Yani Exhibit.

ADMINISTRATION DEPARTMENT

The final top candidates are soon to be interviewed for the part time Personnel Officer position. It is expected that the new employee will be on the job by July 1. The position is temporarily being filled by Mori Noguchi.

Interviews are being conducted to select a part time employee to supplement the four hour assignment currently being held by Reisa Elmore. In this manner we will have the equivalent of a full time employee to handle all incoming telephone calls as well as other clerical duties as required.

GENERAL PERSONNEL ADMINSTRATION

The next phase of the Performance Evaluation Program is to be completed by June 1. The Director, whose performance has already been evaluated has indicated that he has set the June 1 target date for the completion of the performance evaluation of the three Deputy Directors. When this phase is completed, the Deputy Directors will be able to systematically evaluate the performance of their subordinates.

The distribution of the Employee Handbook to the staff is being held up temporarily pending a meeting with Commissioners and Foundation members to clarify some items concerning personnel policy.

ASIAN ART MUSEUM OF SAN FRANCISCO
THE AVERY BRUNDAGE COLLECTION
GOLDEN GATE PARK, SAN FRANCISCO, CALIFORNIA 94118-4598

May 29, 1990

MEMORANDUM

TO: Judith Teichman, Deputy Director

FROM: Sherin S. Cole, Operations Coordinator

SUBJECT: Facilities Report

GLASS DOORS

After a discussion with Mary Griffin, the question has been raised as to placing the logo on the glass doors. As the doors have been installed for awhile, she feels they are very obvious and, therefore, are not presenting a safety hazard. The issue is to be presented at the next Management meeting.

HVAC

We have still not received a final acceptance on the first phase of this project. The system has been turned off during the asbestos vacuuming of the Magnin Room. In addition, there are several heating coils that were not scheduled for replacement that are malfunctioning. DPW has been instructed to replace the heating coils and we hope to have a final on the first phase shortly.

The second phase of the HVAC replacement is progressing with the first step the removal of asbestos in the fan room. This is scheduled to take place in approximately two weeks.

EARTHQUAKE DAMAGES

The caulking and painting of the outside of the building (rear) is 90 per cent complete. The sealant in the Art Storage Area is on order and should arrive next week. The entry tile is scheduled to arrive in three weeks.

cable address: Asianart/telephone (415) 668-8921

MAGNIN ROOM

The asbestos abatement contractor completed vacuuming and cleanup this date. The General Contractor begins demolition tomorrow.

ADDITIONAL SECOND FLOOR OFFICES

Architect is awaiting response from Judy and Bob on preliminary sketch.

MISCELLANEOUS PROJECTS

The DPW Painting Department has completed the lower level hallway, the AAM front door entry, and Gruhn Court. New carpet will be installed in the lower level bathrooms on June 11th. The rains have produced new roof leaks and DPW has been scheduled to do the necessary roof repairs. The Trustee's Auditorium stage is scheduled for refinishing and repainting the week of June 18th.

ASIAN ART COMMISSION

RESOLUTION C90-034

Approval of Preliminary Combined Museum Budget for Fiscal Year 1990-91

WHEREAS, The Chairman, Vice Chairman and the Treasurer/Chief Financial Officer of the Commission, together with the Vice Chairman of the Foundation, met with staff on May 16 and June 4 to discuss the proposed preliminary combined Museum budget, including projected increases in support and revenue, for fiscal year 1990-91; and

WHEREAS, Those who met recommended a budget which was presented orally to the members of the Commission and which is on file with the Secretary to the Commission; now, therefore be it

RESOLVED, That the Asian Art Commission hereby approves the preliminary combined budget for the Museum for fiscal year 1990-91 as recommended.

June 5, 1990

ASIAN ART COMMISSION

RESOLUTION C90-035

Approval of Budget for 25th Anniversary Celebration

WHEREAS, The Asian Art Commission at its meeting of April 3, 1990 approved the appointment of an ad hoc committee to plan a fitting celebration of the twenty-fifth anniversary of the Asian Art Museum; and

WHEREAS, The ad hoc committee has prepared a preliminary budget for the celebration; now, therefore, be it

RESOLVED, That the Asian Art Commission hereby approves the proposed preliminary budget, subject to funding.

June 5, 1990

Development Report: Funds Raised/Funds to Raise
5/24/90

I. Unrestricted

	Revised Budget FY 89-90	Raised 7/1/89-5/8/90	Raised 5/9-5/24/90	Total Raised To-Date	Left to Raise by 6/30/90
A. Annual Fund					
Individuals	$420,915.	331,129.	35,365.[1]	366,494.	54,421.
Corporations	68,200.	36,600.	0.	36,600.	31,600.
Gruhn Court Rental	41,900.	43,775.	1,500.	45,275.	0.
Total	531,015.	411,504.	36,865.	448,369.	82,646.

B. Odyssey

tickets sales	+	151,400.
underwriting	+	90,500.
total expenses	-	130,932.
total profit		110,968.[2]

II. Restricted

A. Exhibitions to be funded

	Total Funds to Raise	Total Raised To-Date	Left to Raise	
Bada Shanren	$150,000.	0.	150,000.	
Tibet	$430,000.	0.	430,000.	**by 8/28/90**
Indonesia	$600,000.	0.	600,000.	**by 9/28/90**

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1. Includes $18,000 profit from the Yani shop, 5/1/90 through 5/24/90. (Total profit = $68,000.) Also includes $14,130 raised in the Spring Mail Appeal.

2. Included in "Individuals Raised-to-Date" figures under Annual Fund, Item IA above.

B. Acquisitions

	Total Funds to Raise	Total Raised To-Date	Left to Raise
Packard Collection	$1,200,000.	0.	1,200,000. **by 8/30/91**

C. Planning

Total Funds to Raise	Total Raised To-Date	Left to Raise
$2,887,000.	676,750.[3]	2,210,250.

D. 25th Anniversary

Total Funds to Raise	Total Raised To-Date	Left to Raise
$350,000. (Estimate.)	0.	350,000. (100,000. **by 1/1/91** 250,000. **by 4/1/91**)

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3. Cash in hand = 66,750.
   Pledged cash = 610,000.

ASIAN ART COMMISSION

RESOLUTION C90-036

**Approval of Nomination of
Mrs. Theodore Lee and Mr. J. Sanford Miller
to the Asian Art Commission**

WHEREAS, The Nominating Committee, during the May 1, 1990 Commission meeting, presented the resumes of the Mrs. Theodore Lee and Mr. J. Sanford Miller for consideration and nominated them to the Asian Art Commission; now, therefore, be it

RESOLVED, That the Asian Art Commission hereby endorses the nomination of Mrs. Theodore Lee and Mr. J. Sanford Miller to the Asian Art Commission and recommends their appointment to the Mayor.

June 5, 1990

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MINUTES

ASIAN ART COMMISSION

Executive Committee Meeting

Tuesday, June 5, 1990 - 10:30 A.M.

Conference Room - Asian Art Museum

PRESENT:

Chairman Presiding: Mrs. Lewis Lowe
Secretary: Mrs. Hart H. Spiegel
Treasurer: Richard F. Shelton

Warren W. Faus
Mrs. Robert Seller

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ABSENT:

James M. Gerstley
Carl D. Gustavson
Deepa Thomas
John F. Williams

IN ATTENDANCE:

Rand Castile, Director
Robert M. Lindquist, Deputy Director for Development and Public Affairs
Clarence Shangraw, Deputy Director and Chief Curator
Judith L. Teichman, Deputy Director, Administration
Renona Brown, Controller
Margaret S. Lindsay, Executive Secretary

CALL TO ORDER:

The meeting of the Asian Art Commission's Executive Committee was called to order at 10:35 A.M. by Chairman Alice G. Lowe, a quorum being present.

APPROVAL OF MINUTES:

The minutes of the April 3, 1990 Executive Committee meeting, having been mailed to all present, were approved unanimously as written.

Asian Art Commission
Executive Committee
June 5, 1990

CHAIRMAN'S REPORT:

a. **Museum Trustees Association Annual Meeting** - Mrs. Lowe attended the annual meeting of the Museum Trustees Association in Chicago the first week in May where a great deal of concern was communicated regarding the pending reauthorization of the NEA, NEH and IMS. The topic of the meeting was education and how education affects museums and vice versa. Tapes were ordered covering children's galleries and the physical aspects of the museum which should be helpful in the planning process for the Asian Art Museum's move to Civic Center.

b. **Museum Society Task Force** - Mrs. Lowe informed the Executive Committee about recent meetings held at the request of The Museum Society with representatives of The Museum Society and The Fine Arts Museums regarding a possible reorganization of The Museum Society and possible merger with the Fine Arts Museums' COFAM. The Executive Committee unanimously opposed the merger of The Museum Society with COFAM and stated its firm desire to continue its present relationship with The Museum Society in accordance with the terms of the December 1987 Distribution and Transfer Agreement by and among The Museum Society, The Fine Arts Museums of San Francisco, the Corporation of the Fine Arts Museums of San Francisco, the Asian Art Commission and the Asian Art Museum Foundation.

c. Since it was determined that a suggestion made at the last Commission meeting to appoint Mrs. Brayton Wilbur, Jr. to Honorary Commissioner in addition to her appointment as the Foundation's first Honorary Trustee, would not be Mrs. Wilbur's preference, no action was taken on this matter.

d. **Resolution C90-037 - Dedication of Reinstallation of Indian Galleries** - After discussion, the following resolution was approved unanimously:

Asian Art Commission
Executive Committee
June 5, 1990

RESOLUTION C90-037

Dedication of Reinstallation of Indian Galleries

WHEREAS, George Hopper Fitch has rendered invaluable service as a member of the Asian Art Commission in the past and continues his interest in the Asian Art Museum; and

WHEREAS, In addition to his many other generous contributions, Mr. Fitch has donated more than ninety objects to the Museum's Indian Miniature Collection; and

WHEREAS, Over twenty of Mr. Fitch's Indian miniature paintings will be exhibited in the impending reinstallation of the Indian galleries; now, therefore, be it

RESOLVED, That in recognition of his generosity and continuous support of the Asian Art Museum and as a tangible expression of appreciation, the Asian Art Commission will honor Mr. and Mrs. George Fitch at a reception opening the new installation of the Richard Gump Galleries for Indian Art.

DIRECTOR'S REPORT:

Mr. Castile's report touched briefly on the following subjects:

- The Getty Museum has published a report for worldwide distribution on American museums and earthquakes, centering on eight prominent institutions involved in the October 17 earthquake. The Asian Art Museum is included in this report.

- Mr. Castile attended the annual IMS award ceremony held at the White House also attended by President and Mrs. Bush. Mr. Castile distributed to the Committee the results of a systematic review of the Museum by a panel of art museum experts representing IMS which led to the award of a $75,000 grant to the Asian Art Museum. This grant will be used for collections management.

- The Director reported briefly on the success of his trip with a group of major donors to Paris where they were given special museum privileges.

- Curator of Korean Art, Dr. Kumja Kim, was invited to a small breakfast meeting with the President of Korea on June 5. She will return to Korea shortly at the invitation of and with a grant from the International Cultural Society of Korea.

REPORT OF DEPUTY DIRECTOR, ADMINISTRATION:

a. **Personnel Update** - In addition to the written Personnel Update included in the agenda packet, Ms. Teichman advised that Acting Personnel Officer Mori Noguchi has decided to retire and is no longer a candidate for the position. The interviews of the four remaining finalists will be accomplished and the position should be filled by the end of the month.

b. **Facilities Report** - The written Facilities Report was included in the agenda packet. In addition, Ms. Teichman noted that the City's Capital Improvements Advisory Committee will not recommend additional funds for the second phase of the Museum's HVAC replacement program in the fiscal year 1991-92 budget because of earthquake damage priorities. The amount currently budgeted for the second phase will be insufficient because of unexpected expenditures incurred in the recent asbestos removal.

   Demolition of the Magnin Room is presently in progress; the space will be used as a special exhibition zone as was the original intention.

c. **Report on Planning Process** - The May Workshop held in the library building was a success. The next scheduled planning event will be a presentation by Tom Seligman, Deputy Director of Operations of The Fine Arts Museum following the Ad Hoc Planning Committee meeting at 12:15 P.M. on June 12 in the Qing classroom.

d. **Report on 1989-90 Combined Budget** - Projected revenues and expenses for the balance of the fiscal year were outlined and

discussed and indicated an anticipated small positive balance at June 30, 1990.

e. **Resolution C90-034 - Approval of Preliminary Combined Museum Budget for 1990-91** - In presenting the preliminary combined budget for 1990-91 to the Commission for approval, Mr. Shelton indicated that the revenue side of the budget anticipates an increase of 100% and 150% in individual contributions and corporate gifts, respectively. In addition to these amounts, funds totaling $912,000 must be raised for the upcoming Bada Shanren, Tibetan, and Indonesian exhibitions, as well as funds to allow the continuance of the planning process. He expressed concern that the budget is based on generating significant additional funds in relation to past history but emphasized that a mechanism is now in place whereby the budget review group carefully reviews monthly budget figures which will allow the anticipation of potential problems.

Mr. Lindquist explained that the institution is going through a profound change and a period of growth and emphasized that the wholehearted support and cooperation of all Commissioners and Trustees are essential to the success of the project.

After further discussion the following resolution was approved unanimously:

RESOLUTION C90-034

Approval of Preliminary Combined Museum Budget for

Fiscal Year 1990-91

WHEREAS, The Chairman, Vice Chairman and the Treasurer/Chief Financial Officer of the Commission, together with the Vice Chairman of the Foundation, met with staff on May 16 and June 4 to discuss the proposed preliminary combined Museum budget, including projected increases in support and revenue, for fiscal year 1990-91; and

WHEREAS, Those who met recommended a budget which was presented orally to the members of the Commission and which

is on file with the Secretary to the Commission; now, therefore be it

RESOLVED, That the Asian Art Commission hereby approves the preliminary combined budget for the Museum for fiscal year 1990-91 as recommended.

REPORT OF DEPUTY DIRECTOR AND CHIEF CURATOR:

Mr. Shangraw commented about his attendance at the International Glass Symposium at China Institute in New York at which he was also a speaker. The exhibition was well represented with choice pieces from the Asian Art Museum and the Shorenstein collection and, during the course of the symposium, more slides of Asian Art Museum and Shorenstein collection glass were shown than any institution or collector. The Museum is now well known as a major center of Chinese glass.

He advised all of the loans requested worldwide for the Tibet exhibition have been approved.

REPORT OF DEPUTY DIRECTOR, DEVELOPMENT:

Mr. Lindquist solicited comments and suggestions with regard to the new Development Newsletter. Ms. Villanueva is working on a series of Christmas cards in anticipation of an insert in Triptych or a mini-mailing in September so patrons can order both Christmas cards and the appointment calendar.

COMMITTEE REPORTS:

a. **Acquisitions and Loans Committee** - There was no Committee report at this time; however, Mrs. Seller remarked that eleven of the fifteen travelers on the recent tour of Bhutan, sponsored by the Society for Asian Art, contributed funds for twenty-seven Bhutanese objects purchased for the Museum.

b. **Korean Development Committee** - Mr. Lindquist remarked about the recent activities of this committee and advised that a fund-raiser is planned for October 2.

c. **Marketing Committee** - Mrs. Lowe advised that at its latest meeting the Marketing Committee agreed to investigate the possibility of obtaining pro bono services for publicizing the 25th anniversary year.

c. **Nominating Committee** - Resolution C90-036 - Approval of Nomination of Mrs. Theodore B. Lee and Mr. J. Sanford Miller -

The following resolution was presented by Mrs. Spiegel and was approved unanimously:

RESOLUTION C90-036

**Approval of Nomination of
Mrs. Theodore Lee and Mr. J. Sanford Miller
to the Asian Art Commission**

WHEREAS, The Nominating Committee, during the May 1, 1990 Commission meeting, presented the resumes of Mrs. Theodore Lee and Mr. J. Sanford Miller for consideration and nominated them to the Asian Art Commission; now, therefore, be it

RESOLVED, That the Asian Art Commission hereby endorses the nomination of Mrs. Theodore Lee and Mr. J. Sanford Miller to the Asian Art Commission and recommends their appointment to the Mayor.

RESOLUTION C90-035

Approval of Budget for 25th Anniversary Celebration

WHEREAS, The Asian Art Commission at its meeting of April 3, 1990 approved the appointment of an ad hoc committee to plan a fitting celebration of the twenty-fifth anniversary of the Asian Art Museum; and

WHEREAS, The ad hoc committee has prepared an estimated budget for the celebration; now, therefore, be it

RESOLVED, That the Asian Art Commission hereby approves the proposed estimated budget, subject to funding.

(A detailed budget will be submitted after review by the Ad Hoc Anniversary Committee.)

ASIAN ART MUSEUM FOUNDATION REPORT - Mrs. Lowe advised that the Foundation will consider the nominations of the following as new Trustees at its meeting immediately following this meeting:

Dr. Ta-Lin Hsu	J. Dennis Bonney
Mrs. Robert Danforth	Bryant Toth M.D.
Rakesh Kaul	Mrs. Suno Osterweis

PUBLIC COMMENT:

At this time, members of the public were invited to address the Executive Committee on items within the subject matter jurisdiction of the Asian Art Commission. Members of the public may address the Commission for up to three minutes. The Chairman may limit total testimony to thirty minutes.

There was no public comment at this time.

ADJOURNMENT:

There being no further business to discuss, the meeting was adjourned at 12:07 P.M.

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AGENDA - SPECIAL MEETING

ASIAN ART COMMISSION

EXECUTIVE COMMITTEE

Monday, July 23, 1990 - 12:00 Noon

Conference Room - Asian Art Museum

There will be an opportunity for public testimony before action is taken on any agenda item.

1. Call to Order

2. Discussion and Action on Resolution C90-042 - Authorizing Director to Enter into Contract with Harry N. Abrams, Inc. for the Publication of the "Masterworks of the Asian Art Museum" Catalogue

3. Discussion and Action on Budget for the 25th Anniversary Celebration

4. Discussion of Other Budget Priorities

5. Resolution C90-043 - Reaffirming Allocation of $19,000 in the General Operating Budget Toward the Conservation (in Japan) of Two Japanese Screens

6. Public Comment

   At this time, members of the public are invited to address the Executive Committee of the Asian Art Commission on items within the subject matter jurisdiction of the Commission. Members of the public may address the Commission for up to three minutes. The Chairman may limit total testimony to thirty minutes.

7. Adjournment

ASIAN ART COMMISSION

RESOLUTION C90-042

Authorizing the Director to Enter into Contract with Harry N. Abrams, Inc. for the Publication of the "Masterworks of the Asian Art Museum" Catalog

WHEREAS, The Asian Art Museum intends to copublish with Harry N. Abrams, Inc., New York, a fully illustrated, 256 page catalog of 150-175 of the finest objects in all areas of the Museum's collection, entitled, "Masterworks of the Asian Art Museum"; and

WHEREAS, Abrams will copyedit, design and produce the catalog but cannot officially begin work on the material until they receive a signed contract;

WHEREAS, The agreement requires that:

1. All written material and photographs are to be provided to Abrams by July 1, 1990;

2. The Museum agrees to purchase 5,000 copies of the catalog at $18.00 each, for a total of $90,000;

3. The Museum agrees to pay 10% of the total, $9,000, with the return of the contract; $18,000 on the publisher's paper date, approximately March 1991; and the remainder, $63,000, upon delivery of the books, September 15, 1991; and

WHEREAS, The agreement has been reviewed and approved by the Deputy Director and Chief Curator and by the Deputy Director for Administration subject to some time limitations on the publication rights which are being negotiated; and

WHEREAS, The Society for Asian Art has provided a grant of $16,000 to be used towards the publication of the catalog; and

WHEREAS, The Director and Deputy Director for Development and Public Affairs believe that the $74,000 which must be advanced for the purchase of 5,000 copies can be recouped from sales; now, therefore, be it

RESOLVED, That the Asian Art Commission hereby authorizes the Director to enter into an agreement with Harry N. Abrams, Inc. in New York to produce the "Masterworks of the Asian Art Museum" catalog in accordance with the terms outlined above.

July 23, 1990

ASIAN ART COMMISSION

RESOLUTION C90-043

Reaffirming Allocation of $19,000 in the General Operating Budget Toward the Conservation of Two Japanese Screens

WHEREAS, An extimated $62,000 U.S. is needed for the conservation in Japan of two Japanese late 16th century screens, "Tartars Hunting" and "Tartars Playing Polo,"; and

WHEREAS, The Asian has received grants of $15,000 from the National Endowment for the Arts and $28,000 from the Getty Trust for the conservation of the above screens, and the remainder of the amount needed for the work has been included in the Museum's annual operating budget for the Conservation Department; now, therefore, be it

RESOLVED, That Asian Art Commission reaffirms the allocation of $19,000 in the Museum's general operating budget toward the conservation of the two Japanese screens.

July 23, 1990

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MINUTES - SPECIAL MEETING

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ASIAN ART COMMISSION

EXECUTIVE COMMITTEE

Monday, July 23, 1990 - 12:00 Noon

Conference Room - Asian Art Museum

PRESENT:

Chairman Presiding: Mrs. Lewis Lowe
Vice Presidents: James M. Gerstley
John F. Williams
Treasurer: Richard F. Shelton

Warren W. Faus
Mrs. Robert Seller

ABSENT:

Mrs. Hart Spiegel
Deepa Thomas

IN ATTENDANCE:

Johnson S. Bogart, Trustee and Member, Budget Review Group
Neil D. Chaitin, Trustee and Member, Budget Review Group
James E. O'Brien, Commissioner, Trustee
M. Glenn Vinson, Trustee and Member, Budget Review Group

Rand Castile, Director
Renona Brown, Controller
Robert M. Lindquist, Deputy Director for Development and Public Affairs
Clarence Shangraw, Deputy Director and Chief Curator
Judith L. Teichman, Deputy Director, Administration
Margaret S. Lindsay, Executive Secretary

1. Call to Order:

The special meeting of the Asian Art Commission Executive Committee was called to order at 12:25 P.M. by Chairman Alice G. Lowe, a quorum being present.

2. Director's Remarks:

Director Castile recalled the explicit charges communicated to him on the assumption of his position as Director, which included getting the Museum in order, making it productive and instituting active acquisitions and publications programs. In many respects, these goals have been accomplished as evidenced by the escalation of the Museum's reputation and the fact that the Museum has been awarded the highest marks in the State of California for the past two years by the California Arts Council.

At the present time, the Museum is experiencing cash flow difficulties due mainly to the lack of funding for the Bada Shanren exhibition, the cost of which it was necessary to include in the Museum budget for fiscal year 1990-91. In addition, sluggish contributions to the Plant Fund have resulted in a debt to the general fund. In view of these problems, a meeting of department heads was held and the immediate priorities were determined by staff to be:

Maintain present staff
Reinstall the galleries
Tibet Exhibition
Masterworks Catalogue
25th Anniversary Celebration
Indonesia Exhibition
Plant Fund
Contingency Fund

3. Discussion and Action on Resolution C90-042 - Authorizing the Director to Enter into a Contract with Harry N. Abrams, Inc. for the Publication of the "Masterworks of the Asian Art Museum" Catalogue

A decision on this resolution had been deferred by the Commission at its meeting of July 10, pending further discussion by the budget review group.

Deputy Director and Chief Curator Shangraw was asked to comment on the proposed catalogue. He spoke of the Commission's charge to address the professional concerns that had made the institution great--acquisitions, exhibitions, and publications. Since the time of that directive, the

Connoisseurs Council has been instituted and, along with the Acquisitions and Loans Committee, has embarked on an ongoing program for acquisitions. This activity has restored the excellent reputation of the museum despite budgetary restraints. In the area of exhibitions, a four-year schedule has been formulated and depends on the availability of funding. The Museum's weakness has always been in the area of publications. With inherited deficiences such as the lack of staff and a limited amount of funds, copublishing was considered to be the easiest way to fulfill the professional obligation to publish. The Masterworks and Tibet House catalogues would be the first ventures for this institution, which has been continually criticized for not having a general overview catalogue of the riches in the collection.

Mr. Castile pointed out that a significant contribution of $16,000 has been received toward the catalogue from the Society for Asian Art. He expressed his belief that the catalogue would sell effectively since the collection is enormous in its importance and very well known in Europe, the United States and Asia.

A lengthy discussion followed during which several concerns were expressed. Mr. Gerstley's chief concern involved the possibility of having $90,000 tied up for anywhere from three to five years while attempts are made to sell the book, this at a time when the City budget is considerably less than anticipated per the agreement with former Mayor Feinstein; when the outcome of the State budget crisis is unknown; and when there are so many projects of vital importance to the Museum on the line. He also pointed out that in the 1959 contract with the City, the City undertook an obligation to publish an appropriate fully illustrated catalogue of the collection and to supplement said catalogue from time to time as reasonably necessary. It was noted by Mr. Shangraw that the City line item for publications was cut several years ago and never reinstated.

Concern was also expressed by Mr. Chaitin concerning the ability to sell 5,000 books as required by the contract and the fact that this would be an expenditure for at least two years which is not included in the budget. He suggested combining the catalogue with the 25th anniversary book.

Although the Executive Committee was convinced that a

catalogue of the collection is critical, the resolution was withdrawn by Director Castile until Mr. Bogart has the opportunity to approach an alternative publisher to see if a a more attractive financial arrangement is possible. It was pointed out that tabling this resolution would necessarily delay the planned publishing date. It was also emphasized that Abrams is a famous arts publisher with worldwide distribution and utilizing excellent quality control in terms of editing and color reproduction. Obtaining the same quality from an alternative publisher would be an important consideration.

Mr. Williams suggested that before this project is brought to the Commission again, one or two of the other committees should have the opportunity to peruse it and consider the marketing and distribution issues so that the Executive Committee will have a complete picture of what the returns would be.

4. **Discussion and Action on Budget for 25th Anniversary Celebration:**

A revised budget (attached) for the 25th anniversary celebration was presented for discussion by Mrs. Lowe who described each item in detail, noting that each proposed event included a cutoff date for funding.

Mr. Shelton expressed his concern about the number of projects already on the schedule for which funding is still pending; i.e., Bada Shanren ($140,000); Tibet ($430,000); Acquisitions (at least $1.2 million); Planning ($2.1 million); 25th Anniversary ($350,000); and Indonesia (some funding is likely). He pointed out that the fund-raising goals for unrestricted general operating support is $750,000, a 50% increase over last year's goal of $500,000. He questioned whether these fund-raising goals were realistic considering the Museum's historic fund-raising record. In addition, there is the question of whether the Museum has the resources to deal with all of the priorities.

He suggested that serious consideration be given to combining the 25th anniversary celebration and Odyssey with the Tibet exhibition, thereby capitalizing on the publicity and draw of the exhibition and gaining some leverage from the money

already expended on that exhibition. This would limit the timing of the 25th anniversary celebration to a three or four month period instead of twelve months as proposed.

Mr. Lindquist explained that the reasoning behind a year long celebration was to build up to the announcement of the $75 million capital campaign.

After further discussion, Mr. Shelton moved that the events planned for the 25th anniversary celebration should be carefully reexamined and organized to more closely tie into the activities of the Tibet Exhibition, if possible, so as to capitalize on the publicity and draw of the Tibet Exhibition. The motion was seconded and carried unanimously.

Mr. Faus added his belief that the 25th anniversary was an excellent time to celebrate what has been accomplished and that the activities should be limited to a dinner, a symposium and publication of the catalogue.

5. **Resolution C90-043 - Reaffirming Allocation of $19,000 in the General Operating Budget toward the Conservation (in Japan) of Two Japanese Screens**

The following resolution was approved unanimously:

RESOLUTION C90-043

Reaffirming Allocation of $19,000 in the General Operating Budget Toward the Conservation of Two Japanese Screens

WHEREAS, An estimated $62,000 U.S. is needed for the conservation in Japan of two Japanese late 16th century screens, "Tartars Hunting" and "Tartars Playing Polo,"; and

WHEREAS, The Asian has received grants of $15,000 from the National Endowment for the Arts and $28,000 from the Getty Trust for the conservation of the above screens, and the remainder of the amount needed for the work has been included in the Museum's annual operating budget for the Conservation Department; now, therefore, be it

RESOLVED, That Asian Art Commission reaffirms the allocation of $19,000 in the Museum's general operating budget toward the conservation of the two Japanese screens.

6. Public Comment:

At this time members of the public were invited to address the Executive Committee of the Asian Art Commission on items within the subject matter jurisdiction of the Commission. Members of the public may address the Commission for up to three minutes. There was no public comment.

8. Adjournment:

The meeting was adjourned at 2:00 P.M.

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AGENDA

ASIAN ART COMMISSION

EXECUTIVE COMMITTEE MEETING

Tuesday, August 7, 1990 - 10:30 A.M.

Conference Room - Asian Art Museum

There will be an opportunity for public testimony before action is taken on any agenda item.

1. Call to Order

2. Approval of Minutes of June 5, 1990 Executive Committee Meeting

3. Chairman's Report

   a. Visit of Ambassador from India
   b. Museum Society Task Force Report
   c. Other Informational Items

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4. Director's Report - Informational Items

5. Report of Deputy Director, Administration

   a. Personnel Update
   b. Facilities Report
   c. Report on Planning Process
   d. Resolution C90-044 - Transfer of Funds in Admission Fund for Fiscal 1990-91
   e. Other Informational Items

6. Deputy Director and Chief Curator - On Vacation

7. Report of Deputy Director for Development and Public Affairs

   a. Marketing/Public Relations Update
   b. Development Update
   c. Resolution C90-045 - Approval of Revised Budget for 25th Anniversary Celebration

Agenda
Asian Art Commission
Executive Committee
August 7, 1990

8. Committee Reports

a. Ad Hoc Preliminary Planning Committee

b. Acquisitions and Loans Committee
   (1) Resolution C90-046 - Approval of Objects Recommended by the Director and Curators for Acquisition, Subject to the Availability of Funding
   (2) Resolution C90-047 - Approval of Object Recommended for Acquisition - Funding Available
   (3) Resolution C90-048 - Approval of Gifts Recommended for Acquisition
   (4) Resolution C90-049 - Approval of Gift Recommended for Study Collection
   (5) Resolution C90-050 - Approval of Objects Recommended for Acquisition with Restricted Funds
   (6) Resolution C90-051 - Approval of Deaccession of Six Gifts from Richard B. Gump
   (7) Resolution C90-052 - Approval of Loan No. 90.4 - Epcot Center/Walt Disney Imagineering - Ten Jades, Five Ceramics
   (8) Resolution C90-053 - Renewal of Loan No. 88.2 - Epcot Center/Walt Disney Imagineering - Four Japanese Ceramics
   (9) Resolution C90-054 - Approval of Loan No. 90-3 - North Carolina Museum - Four Chinese Paintings
   (10) Resolution C90-058 - Approval of Loan No. 90.6 The Fine Arts Museums of San Francisco

c. Connoisseurs Council

d. Exhibitions Committee
   Resolution C90-055 - Approval of "Brushstrokes" Exhibition and Budget

e. Marketing Committee

f. Nominating Committee
   (1) Approval of Resolution C90-056 - Nomination of New Commissioner - M. Glenn Vinson
   (2) Approval of Resolution C90-057 - Election of Mrs. Richard Dirickson to the Office of Vice Chairman of the Commission

h. Other committee reports as needed

9. Asian Art Museum Foundation Report

10. Other Business

11. Public Comment - At this time, members of the public may address the Commission on items that are within the subject matter jurisdiction of the Asian Art Commission. Members of the public may address the Commission for up to three minutes. The Chairman may limit total testimony to thirty minutes.

12. Adjournment

TO : Judith L. Teichman
Deputy Director for Administration

FROM : Mori Noguchi
Acting Personnel Officer

SUBJECT: Personnel Update

DATE : July 30, 1990

EXHIBITIONS AND PREPARATIONS DEPARTMENT

Richard Avalos has been selected from among all applicants to fill the Mountmaker position at the AAM. Mr. Avalos currently is performing the mountmaking functions at the Los Angeles County Museum of Art and has agreed to report for duty on Monday, August 13. Mr. Avalos has the type of experience which we require and we are fortunate to get him.

With the addition of Mr. Avalos, the complement of employees in the Preparation department is complete.

DEVELOPMENT DEPARTMENT

The recruitment announcement to fill the vacant position of Assistant to the Deputy Director for Development/Corporate and Foundation Relations was distributed to local Museums and advertisements were placed in the Newsletter for the National Society of Fund Raising Executives and the Wall Street Journal. Five of the top candidates are being invited for preliminary interviews during the second week of August and the final interviews will be arranged so that a selection can be made before the end of August.

ADMINISTRATION DEPARTMENT

Ms. Valerie Pechenik has been selected at the new part time Personnel Officer and has agreed to assume her duties effective with the pay period beginning August 16. Valerie brings with her extensive personnel experience gained at the San Francisco Civil Service Commission Personnel Department in addition to her work in an operating department.

CURATORIAL DEPARTMENT

Subsequent to a report from the auditors and inquiries made of our attorney pro bono from Graham & James, it was agreed that the Asian Art Museum should consider the two Research Assistants to be temporary employees, place them on our payroll and discontinue paying them a monthly stipend as independent contractors. With the mutual agreement and understanding of all concerned, the adjustment was made effective with the July 1 payroll.

GENERAL PERSONNEL ADMINISTRATION

The second phase of the Performance Evaluation Program for the Asian Art Museum was scheduled to start on June 1 but actually was delayed for one month. The Director has now completed his interviews with the three Deputy Directors and is currently developing the evaluation of past performance as well as their goals for the coming year.

Subsequent performance evlauations for the department heads and the balance of the staff will be scheduled in a systematic manner by the respective Deputy Directors.

ASIAN ART MUSEUM OF SAN FRANCISCO
THE AVERY BRUNDAGE COLLECTION
GOLDEN GATE PARK, SAN FRANCISCO, CALIFORNIA 94118-4598

July 30, 1990

MEMORANDUM

TO: Judith Teichman, Deputy Director

FROM: Sherin S. Cole, Operations Coordinator

SUBJECT: Facilities Report

GLASS DOORS

The Management Committee has suggested that the volunteers at the information desk observe the proper/improper usage of the glass doors and then complete a survey, which I have put together. The results of this survey should be available by the end of September.

HVAC

Although the second phase of the HVAC is on hold due to limited funds, discussion has transpired on priorities to keep the system running. The limited funds will be used to "patch" the existing air handlers until capitol improvements funds become available.

EARTHQUAKE DAMAGES

The entry tile is due to arrive on August 3rd. The project will be scheduled upon material arrival.

MAGNIN ROOM

The teak wood floors are currently being refinished, with completion on August 3rd, at which time the space will be turned over to our preparators to begin installation preparation for Bada Shanren.

ADDITIONAL SECOND FLOOR OFFICES

Reworking of the preliminary plans for additional development office space is on hold due to lack of funds.

cable address: Asianart/telephone (415) 668-8921

ASIAN ART COMMISSION

RESOLUTION C90-044

Transfer of Funds in Admission Fund for Fiscal Year 1990-91

RESOLVED, That the Asian Art Commission does hereby authorize the Controller of the City and County of San Francisco to transfer excess current year revenue (1990-91) over admission operating expenses in the Admission Fund (02-403) from Transaction Code 242, Index Code 002469, until the amount transferred is $776,305; thereafter, using Transaction Code 003, Revenue Index Code, Subobject 8170, to Transaction Code 213, Index Code 402032, Project/Workphase 00201, on a monthly basis during fiscal year 1990-91, in conjunction with the Fine Arts Museums of San Francisco transfer of monies into Index Code 401224, Project/Workphase 00110; and, be it further

RESOLVED, That the funds in Project/Workphase 00201 are to be used to reimburse the Asian Art Museum Foundation for the Museum's operating expenses.

August 7, 1990

Development Report: Funds Raised/Funds to Raise **31 July 1990**

I. Unrestricted Funds

	Total to Raise in FY 90-91	Total Raised to Date	Left to Raise
Direct Mail	150,000.	7,200.	142,800.
Individuals	150,000.	50.	149,950.
Individuals-Other	150,000.	0.	150,000.
Corporations	250,000.	0.	250,000.
Odyssey	125,000.	0.	125,000.
Gruhn Court Rental	56,000.	6,750.	49,250.
Total	881,000.	14,000.	867,000.

II. Restricted Funds

	Total to Raise in FY 90-91	Total Raised To-Date	Left to Raise
A. Exhibitions*			
Bada Shanren	$140,000.	0.	140,000.
Tibet	$430,000.	45,000.[1]	430,000. **by 8/28/90**
Indonesia	$600,000.	0.	600,000. **by 9/28/90**
B. Acquisitions*			
Packard Collection	$1,200,000.	0.	1,200,000. **by 8/30/91**
C. Planning*			
	$2,163,375.	17,500.[2]	2,163,375.
D. 25th Anniversary*			
	$450,000. (Estimate.)	0.	450,000. (100,000. **by 1/1/91** 350,000. **by 4/1/91**)

*. "To Raise Figure" is amount left to raise. Any funds raised in FY89-90 have been subtracted from the "To Raise" figure.
1. Approximate value of stock donated.
2. Cash in hand = $12,500. Pledges = $5,000.

ASIAN ART COMMISSION

RESOLUTION C90-045

Approval of Budget for 25th Anniversary Celebration

WHEREAS, The Asian Art Commission at its meeting of April 3, 1990 approved the appointment of an ad hoc committee to plan a fitting celebration of the twenty-fifth anniversary of the Asian Art Museum; and

WHEREAS, The ad hoc committee has prepared a budget for the celebration; now, therefore, be it

RESOLVED, That the Asian Art Commission hereby approves the proposed budget, subject to funding.

August 7, 1990

REVISED BUDGET FOR 25TH ANNIVERSARY CELEBRATION

Event	Funding Needed	Cutoff Date
Anniversary Book	$40,000 $20,000 pledged by SAA, if matching grants available. ($3,000 start-up) $20,000 Balance	9-1-90
Friday, February 1, 1991 Nonticketed dinner, involving honorees of 25 years, 500 guests	$63,000	10-1-90
Friday, June 7 Saturday, June 8 Scholarly Symposium (Education Department) Reception for scholars	$70,000 $32,000 anticipated revenues $38,000 Balance	10-1-90
Sunday, June 9, 1991 25th Anniversary day-long birthday party, cake, candles, balloons, children and general public	$10,000 minimum Cake, cups, balloons, etc.	1-1-91
Monday, June 10, 1991 Odyssey through the Orient Annual fund-raiser - approved in 1990-91 budget	Should generate $100,000 minimum for general operations	
Friday, November 1, 1991 Looking Forward: The Asian in the 21st C.- Dinner, important speaker, Pacific Rim emphasis (500 guests, $150 each)	$67,000 - if grant covers, ticket price will be reduced	5-1-91
Publicity	$100,000*	
Total	$350,000	
Less Anticipated Revenues	52,000	
Balance	$298,000	

*There will be no paid publicity unless funding is received in advance. Every effort will be made to obtain pro bono services.

August 7, 1990

ASIAN ART COMMISSION

RESOLUTION C90-046

Approval of Objects Recommended by the Director and Curators for Acquisition, Subject to the Availability of Funding

WHEREAS, The following objects were fully researched by the Curators and Conservators, and

WHEREAS, The Director and the Chief Curator recommend that these objects be acquired for the permanent collection, and

WHEREAS, The Acquisitions and Loans Committee at its meeting of July 31, 1990 recommended that the Asian Art Commission accept these objects for acquisition, subject to the availability of funding; now, therefore, be it

RESOLVED, That the Asian Art Commission approves the following objects for acquisition, subject to the availability of funding:

Southeast Asia

R1990.22 Lotus Bowl Gold 12th C. Khmer	Dealer: Spinks (To Connoisseurs Council)
R1990.60 Necklace Braided Gold 13th C. Philippines	Dealer: J. Novick (Gift of the family of Lilia Villanueva)

Japan

R1990.31.1 Large Jar Stoneware Ca. 1600	Offered by: J. Goldblatt
R1990.31.2 Large Jar Stoneware 18th C.	Offered by: J. Goldblatt

R1990.66 Hanging Calligraphy Scroll "Willow Tree" by Rengetsu (1790-1875)	Dealer: B. Sweet

India/Himalayas

R1990.59.1 Vajrasattva Bronze 13th C. Western Tibet	Dealer: T. Murray
R1990.59.2 Bodhisattva Terra cotta 12th C. Pala style Southern Tibet	Dealer: T. Murray

August 7, 1990

ASIAN ART COMMISSION

RESOLUTION C90-047

Approval of Object Recommended for Acquisition
Funding Available

WHEREAS, The following object has been fully researched by the Curator and Conservators; and

WHEREAS, The Director and Chief Curator recommend that this object be acquired for the permanent collection, using funds from the Charles Forester Memorial Fund; and

WHEREAS, The Acquisitions and Loans Committee at its meeting of July 31, 1990 recommended that the Asian Art Commission approve the following object for acquisition into the collection utilizing funds from the Charles Forester Memorial Fund:

R1990.32 Head of a Woman Earthenware Han Dynasty	Dealer: J. J. Lally & Co.

now, therefore, be it

RESOLVED, That the Asian Art Commission approves the above object for acquisition into the collection utilizing funds from the Charles Forester Memorial Fund.

August 7, 1990

ASIAN ART COMMISSION

RESOLUTION C90-048

Gifts Recommended for Acquisition

WHEREAS, The following objects have been offered as gifts to the Asian Art Museum; and

WHEREAS, The following objects were fully researched by the Curators and the Conservators; and

WHEREAS, The Director and the Chief Curator recommend that these objects be accessioned into the permanent collection; and

WHEREAS, The Acquisitions and Loans Committee at its meeting of July 31, 1990 recommended that the Asian Art Commission approve the following objects for accession with special thanks to the donors:

Southeast Asia

R1990.15.1 Relief Terra cotta Majapahit Java	Donor: T. Murray
R1990.33 Seated Figure Tufa 13th - 15th C. Java	Donor: Baron Manangsang
R1990.55 Kala Head Tufa Central Javanese	Donor: J. Anderson
R1990.62.1-.17 Textiles Pa biang Cotton and silk 20th C. Laos	Donor: G. Vinson

Near East

R1990.35 Sword Silver, gold, ivory With Persian script 1893-1894 Iran	Donor: W. Ehrenfeld

Japan

R1990.39.1-.16 Articulated insects Bronze, silver, iron, various alloys Late 19th C. - Early 20th C.	Donor A. Morrill

India/Himalayas

R1990.42.1 Silver pendants Early 20th C. Tibet	Donor: J. Ronan
R1990.42.2 Black cotton kira Bhutan	Donor: J. Ronan
R1990.43.1 Gilt silver amulet box Early 20th C. Tibet	Donor: M. Polak
R1990-.43.2 Yellow cotton kera Bhutan	Donor: M. Polak
R1990.44 Pair of silver pins Early 20th C. Bhutan	Donor: Dorji
R1990.45.1 Pair of silver pins Early 20th C. Bhutan	Donor: Gerber
R1990.45.2 Kishutara with designs Bhutan	Donor: Gerber
R1990.46.1-.15 15 Textiles Cotton, wool Bhutan	Donor: Diller
R1990.47 Menzimatra Red cotton Bhutan	Donor: M. Handelman J. Roadman R. Wells

R1990.48 Kishutara White cotton Bhutan	Donor: Wedemeyer
R1990.49 Kira Green cotton Bhutan	Donor: Alberts/Murad
R1990.50 Yatha Wool Bhutan	Donor: Alberts
R1990.57 Chaksi Pankep Cotton Early 20th C. Bhutan	Donor: Pommaret and Imaeda

China

R1990.41.1 and .2 Pair of lady's shoes Embroidered silk Late 19th C.	Donor: Hehmeyer
R1990.53 Bowl Yellow Peking glass 19th C.	Donor: C. Chinn
R1990.61 Ewer Ceramic 13th - 14th C.	Donor: J. Anderson

now, therefore, be it

RESOLVED, That the Asian Art Commission approves the accession of the above gifts with special thanks to the donors.

August 7, 1990

ASIAN ART COMMISSION

RESOLUTION C90-049

Gifts Recommended for Study Collection

WHEREAS, The Asian Art Museum has been offered gifts that are not suitable for display, and

WHEREAS, The Curators in charge have determined that these objects have value for research purposes; and

WHEREAS, The Acquisitions and Loans Committee at its meeting of July 31, 1990, recommended that the Asian Art Commission approve the acceptance of the following objects into the study collection:

R1990.29 Kesa (7 Jo type) Silk Japan	Donor: R. Felthouse
R1990.16 Bodhisattva Iron Korea	Donor: W. Mozey

now, therefore, be it

RESOLVED, That the Asian Art Commission approves the acceptance of the above gifts into the study collection.

August 7, 1990

ASIAN ART COMMISSION

RESOLUTION C90-050

Approval of Acquisition of Objects with Restricted Funds

WHEREAS, The Acquisitions and Loans Committee at its meeting of July 31, 1990 recommended that acquisition of the following objects with restricted funds be confirmed:

R1990.28 Dish Stoneware with white slip decoration 15th C. Korea	Funding: Asian Art Museum General Acquisitions Fund
R1990.51 Banner Silk, paper, gold foil Edo Period	Funding: Asian Art Museum General Acquisitions Fund

now, therefore, be it

RESOLVED, That the Asian Art Commission approves the acquisition of the above objects with restricted funds as noted above.

August 7, 1990

ASIAN ART COMMISSION

RESOLUTION C90-051

Approval of Deaccession of Six Gifts of Richard B. Gump

WHEREAS, Richard B. Gump deposited at the Asian Art Museum two Nepalese temple struts (1989.18.5 and 1989.18.6); two Kangxi porcelain plates (1989.18.1 and 1989.18.2); and two aquatints of the Taj Mahal (1989.18.3 and 1989.18.4) as possible gifts on May 17, 1989; and

WHEREAS, The Acquisitions and Loans Committee approved these possible gifts for accession at its September 5, 1989 meeting; and

WHEREAS, The Asian Art Commission gave final approval for the accession of the gifts at its September 12, 1989 meeting; and

WHEREAS, Mr. Gump died on September 4, 1989, one day before the September 5 Acquisitions and Loans meeting, therefore making the gift incomplete and the executors have chosen to keep the objects as part of the estate; and

WHEREAS, The Director and Chief Curator and the Curators-in-Charge have agreed to return the pieces; and

WHEREAS, The Acquisitions and Loans Committee at its meeting of July 31, 1990 recommended to the Asian Art Commission formal deaccession of the two temple struts, two Kangxi porcelain plates, and two acquatints; now, therefore, be it

RESOLVED, That the Asian Art Commission approves the deaccession of the above gifts of Richard B. Gump.

August 7, 1990

ASIAN ART COMMISSION

RESOLUTION C90-052

Approval of Loan No. 90.4
Epcot Center/Walt Disney Imagineering

WHEREAS, Epcot Center/Walt Disney Imagineering have requested to borrow ten (10) jades (60J320, 60J324, 62J2, 60J293, 60J264, 60J425a, b, 60J838, 60J471, 60J7, 60J67) and five (5) ceramics (67P31, 60P75, P76, 65P7, 60S156+), for their Chinese Pavillion display, from October 1990 to October 1991, renewable annually; and

WHEREAS, The Curator-in-Charge and Head Conservator have determined that these objects can safely travel; and

WHEREAS, The Director and Chief Curator recommend the loan of these objects; and

WHEREAS, The Acquisitions and Loans Committee at its meeting of July 31, 1990 recommended approval of this loan to Epcot Center/Walt Disney Imagineering; now, therefore, be it

RESOLVED, That the Asian Art Commission approves the above loan to Epcot Center/Walt Disney Imagineering.

August 7, 1990

ASIAN ART COMMISSION

RESOLUTION C90-053

Renewal of Loan No. 88.2
Epcot Center/Walt Disney Imagineering

WHEREAS, In 1988 Epcot Center/Walt Disney Imagineering borrowed four (4) Japanese ceramics (62P33, 85P14, 60P2221, 85P12) from the Asian Art Museum for a display of Japanese tea ceremony objects; and

WHEREAS, Epcot Center has requested to renew the loan for a period of one year, renewable annually; and

WHEREAS, The Curators-in-charge and Head Conservator have determined that this extension would not be harmful to the condition of these objects; and

WHEREAS, The Director and Chief Curator approve the extension of this loan; and

WHEREAS, The Acquisitions and Loans Committee at its meeting of July 31, 1990 recommended approval of the extension of this loan to Epcot Center; now, therefore, be it

RESOLVED, That the Asian Art Commission approves the extension of this loan to Epcot Center/Walt Disney Imagineering.

August 7, 1990

ASIAN ART COMMISSION

RESOLUTION C90-054

Approval of Loan No. 90.3
The North Carolina Museum

WHEREAS, The North Carolina Museum has requested to borrow four (4) Chinese paintings (60D102, 72D67, 1989.4, 79D6) from the Asian Art Museum for an exhibition entitled, "Latter Days of the Law: Images of Chinese Buddhism," from October 17, 1992 to January 3, 1993, the closing venue being the Asian Art Museum; and

WHEREAS, The Curators-in-Charge and Head Conservator have determined that these objects can safely travel if the following recommendations are met:

1. Asian Art Museum staff member must be present for installation and deinstallation;

2. Display time should not exceed six months total;

3. Pieces should be displayed behind UF3 plexiglass;

4. Light levels for 1989.4 and 60D102 should be kept within 5-6 foot candles;

5. Light levels for 79D6 and 72D67 should be kept with 5-10 foot candles;

6. 60D102 must be repaired and mounted or matted before exhibition;

7. 76D6 must be matted and framed before exhibition; and

WHEREAS, The Director and Chief Curator recommend the loan of these objects; and

WHEREAS, The Acquisitions and Loans Committee at its meeting of July 31, 1990 recommended approval of this loan to the North Carolina Museum; now, therefore, be it

RESOLVED, That the Asian Art Commission approves Loan No. 90-3 to North Carolina Museum.

August 7, 1990

ASIAN ART COMMISSION

RESOLUTION C90-058

Approval of Loan 90.6 to
The Fine Arts Museums of San Francisco

WHEREAS, The Fine Arts Museums of San Francisco have requested to borrow the objects on the attached list to be part of an exhibition, "Ivory: A Symbol of Excellence" scheduled for October 4, 1990 to January 6, 1991; and

WHEREAS, The Curators-in-Charge and the Head Conservator have determined that these objects can safely travel if the following recommendations are met:

1. Light levels for 81M45 be kept below 10 foot candles due to the textile fittings;

2. Since the galleries in which this show will be held do not have relative humidity controls, all exhibition cases must maintain a relative humidity between 50-60% during the entire duration of the show; and

WHEREAS, The Director and Chief Curator recommend the loan of these objects; and

WHEREAS, The Fine Arts Museums of San Francisco, organizers of this exhibition, have been given support from the African Wildlife Foundation to stage this exhibition of ivories at this time; and

WHEREAS, The Acquisitions and Loans Committee at its meeting of July 31, 1991 approved the loan; now, therefore, be it

RESOLVED, That the Asian Art Commission approves the loan to The Fine Arts Museums of San Francisco of the objects listed on the attachment.

August 7, 1990

Japan

B70-Y69	Netsuke: Shoki with Oni
B70-Y70	Netsuke: Portugese with Dog
B70-Y97	Netsuke: Boar's Tusk with Cicada
B70-Y101	Netsuke: Boar's Tusk with Poetry
B70-Y75	Netsuke: Long-Arm/Long-Leg
B70-Y120	Netsuke: Monkeys
B70-Y119	Netsuke: Tiger
B70-Y199	Netsuke: Skull with Snakes
B70-Y254	Netsuke: Mushrooms
B70-Y372	Netsuke: Mouse with Gourd
B70-Y313	Netsuke: Child with Fox Mask on Drum
B70-Y47	Netsuke: Loquats
B70-Y48	Netsuke: Gourd
B70-M9	Sculpture: Monkeys on Elephant
B60-M411	Sculpture: Fireman
B60-M410	Sculpture: Fisherman
B60-M412	Sculpture: Woman with Grain and Child
B76-M340	Sculpture: Bone Sculpture: Lotus Pod

China

B81-M45	Ivory Box with Imperial Dragon
B60-S72	Sculpture: Liu Hai with Toad
B60-M117	Large Ivory Vessel with Carved Surface
B81-M15	Sculpture: Shou Lao
B60-M423	Ivory Scepter

ASIAN ART COMMISSION

RESOLUTION C90-055

Approval of "Brushstrokes" Exhibition and Budget

WHEREAS, The Exhibitions Committee, at its meeting of April 17, 1990, approved the concept of "Brushstrokes" for further development by staff; and

WHEREAS, "Brushstrokes" will utilize 61 fundamental components of Asian brush painting and will be accompanied by extensive didactic panels, an illustrated brochure, and educational videos; and

WHEREAS, "Brushstrokes" will enhance understanding and appreciation for one of Asia's greatest contribution to world art; and

WHEREAS, The budget for "Brushstrokes" has been established in accordance with the attachment to this Resolution; and

WHEREAS, The Exhibitions Committee at its meeting of July 17, 1990 agreed to recommend to the Commission that "Brushstrokes" be added to the Museums exhibition schedule for October 1992; now, therefore, be it

RESOLVED, That the Asian Art Commission approves the addition of "Brushstrokes" to the Museum's exhibition schedule for October 1992; and be it further

RESOLVED, That the Commission also approves the attached budget for "Brushstrokes," subject to the receipt of full funding by June 30, 1991.

Attachment

August 7, 1990

7/09/90

Brushstrokes
Budget

Dates: 1992
Gallery: Magnin
#/objects 61
Acct: 9310

Expenses

I. ADMINISTRATION/PLANNING		
Curatorial/Conservator Travel		
(Santa Barbara and D.C.		2,000
II. PHOTOGRAPHY		
20 objects @ $82 each		1,640
III. PACKING AND SHIPPING		
Crating 5 @ $500 ea.	2,500	
Santa Barbara (land)	6,564	
Washington D.C. (land)	15,290	
	Subtotal	24,354
IV. INSURANCE		
$800,000 insurance valuation		10,000
V. INSTALLATION/DEINSTALLATION		
Silica Tiles 52 @ $40 each	2,080	
Technical Support		
Lighting technician		
(3 days @ 172 p.d. & f.b.)	670	
Materials		
Vitrines		
(3 @ $300 ea)	900	
Plexiglas (25 sheets @ $260 ea.)	6,500	
Lumber--Pedestals/Video area	1,500	
Paint (1 Gallery)	500	
Fabric (3 cases/$100 ea.)	300	
Lighting Fix (25 @ $100 ea.)	2,500	
Hardware	100	
	Subtotal	15,050

VI.	SIGNAGE		
	Banner	2,000	
	Lg. Title	400	
	Sm. Title	250	
	Text Panel (3)	2,400	
	Photo Panel (3)	2,000	
	Outdoor Sign	900	
		Subtotal	7,950
VII.	PUBLICATION		
	16 pp., color/saddle stitch/30,000		30,000
VIII	EDUCATION		
	Honoraria--Demonstrators/Lecturers	1,000	
	Teachers Workshop	3,500	
	Program Mailer (Printing/Mailing)	2,500	
	Video		
	Pre Production 8,600		
	Production 16,250		
	Prod. Expenses 6,269		
	Stock/Dub 1,310		
	Post-Prod. Pers. 8,000		
	Off-line Edit 10,260		
	Narration Rec. 1,090		
	On-line Edit 3,310		
	Audio Mix 9,230		
	Dubbing 360		
	Prod. Insurance 4,500		
		69,179	
	Videotape copies 50 @ $30 ea.	1,500	
		Subtotal	77,679
IX.	PUBLIC PROGRAMS		
	Performances/Films		6,500
X.	PROMOTION		
	Press Event	1,200	
	Advertisements	6,000	
	PR Packets/Mailing/Photography	2,500	
	Poster (four-color, 3,000)	6,000	
	Opening Event	5,000	
		Subtotal	20,700

Exhibition Expenses	195,873
Contingency @ 10%	19,587
Total Exhibition Expenses	**$215,460**

Projected Exhibition Support

Travel/Insurance Reimb.	$34,354
Participation Fees	13,000
NEA grant (pending)	40,000

Prep: H. Fischer
7/09/90

ASIAN ART COMMISSION

RESOLUTION C90-056

Approval of Nomination of M. Glenn Vinson to the Asian Art Commission

WHEREAS, The Nominating Committee during the Commission meeting of July 10, 1990 presented the resume of M. Glenn Vinson for consideration of Mr. Vinson as a nominee to the Asian Art Commission; now, therefore, be it

RESOLVED, That the Asian Art Commission hereby endorses the nomination of M. Glenn Vinson and recommends that the Mayor appoint Mr. Vinson to the Commission.

August 7, 1990

ASIAN ART COMMISSION

RESOLUTION C90-057

Election of Mrs. Richard Dirickson to the Office of Vice Chairman of the Asian Art Commission

WHEREAS, Commissioner Deepa Thomas has determined that because of pressing business responsibilities, she will be unable to remain in the office of Vice Chairman of the Commission, but will continue as a Commissioner; and

WHEREAS, Commissioner Dana Dirickson has been nominated to fill the vacated office; now, therefore, be it

RESOLVED, That the Asian Art Commission hereby elects Commissioner Dirickson to the office of Vice Chairman of the Asian Art Commission for the balance of the vacated term of the office.

August 7, 1990

ASIAN ART COMMISSION

EXECUTIVE COMMITTEE

August 7, 1990

The Minutes of this meeting are missing.

0.15

SF AGENDA

NOTICE OF SPECIAL MEETING

EXECUTIVE COMMITTEES

ASIAN ART COMMISSION

ASIAN ART MUSEUM FOUNDATION

Wednesday, September 26, 1990 - 8:00 A.M.

Qing Meeting Room, Asian Art Museum

There will be a special meeting of the Executive Committees of the Asian Art Commission and the Asian Art Museum Foundation on Wednesday, September 26, 1990 at 8:00 A.M. to discuss fund-raising strategies.

ASIAN ART COMMISSION

EXECUTIVE COMMITTEE

September 26, 1990

The Minutes of this meeting are missing.

SF
80.15
2
10/2/90

SF

AGENDA

ASIAN ART COMMISSION

EXECUTIVE COMMITTEE MEETING

Tuesday, October 2, 1990 - 9:30 A.M.

Qing Meeting Room - Asian Art Museum

DOCUMENTS DEPT.
SEP 28 1990
SAN FRANCISCO
PUBLIC LIBRARY

***Please note that the usual meeting time has been changed to 9:30 A.M. for this month only to allow attendance at the Library's presentation of their building plans to the press at 11:00 A.M.**

There will be an opportunity for public testimony before action is taken on any agenda item.

1. Call to Order

2. Approval of Minutes:

   a. July 23, 1990 Special Executive Committee Meeting
   b. August 7, 1990 Executive Committee Meeting

3. Chairman's Report:

   a. Resolution C90-065 — Nomination of Marjorie W. Seller as Distinguished Honoree for National Philanthropy Day, November 16, 1990.
   b. Resolution C90-066 — Congratulations to Docent Council Upon its 25th Anniversary
   c. Resolution C90-067 — Resolution of Appreciation - Warren W. Faus
   d. Resolution C90-068 — Resolution of Appreciation - Carl D. Gustavson
   e. Resolution C90-069 — Resolution of Appreciation - Richard F. Shelton
   f. Reminder: October 2 — Korean Development Committee Fund-Raiser
      October 9 — Yokohama Reception
   g. Other Informational Items

4. Director's Report:

   a. Resolution C90-070 — Approval to Pursue the Possibility of a Museum Shop at Macy's of San Francisco in Conjunction with The Fine Arts Museums
   b. Other Informational Items

Agenda
Asian Art Commission
Executive Committee
October 2, 1990

5. Report of Deputy Director, Administration:

   a. Report on Selection of Structural Engineers for Seismic Strengthening Study of Main Public Library Building
   b. Other Informational Items

6. Report of Deputy Director and Chief Curator:

   a. Resolution C90-071 Objects to be Purchased through the City Art Trust Fund
   b. Other Informational Items

7. Development Report

8. Committee Reports as Needed

9. Asian Art Museum Foundation Report

10. Other Business

11. Public Comment - At this time, members of the public may address the Commission on items that are within the subject matter jurisdiction of the Asian Art Commission. Members of the public may address the Commission for up to three minutes. The Chairman may limit total testimony to thirty minutes.

12. Adjournment

ASIAN ART COMMISSION

RESOLUTION C90-065

Nomination of Marjorie W. Seller as Distinguished Nominee for National Philanthropy Day, November 16, 1990

WHEREAS, Marjorie W. Seller was instrumental in the negotiations with Avery Brundage for the donation of his collection of priceless Asian art to the City of San Francisco; and

WHEREAS, Since the inception of the Asian Art Commission and the Asian Art Foundation in 1969, Mrs. Seller has been a dedicated member of both organizations and has worked tirelessly on their behalf and has proven to be a generous donor and constant volunteer; and

WHEREAS, Mrs. Seller has served on various Commission and Foundation committees throughout the years and as Chairman of the Acquisitions and Loans Committee for many years; now, therefore, be it

RESOLVED, That the Asian Art Commission hereby nominates Marjorie W. Seller as the Asian Art Museum's Distinguished Honoree for recognition at the National Philanthropy Day luncheon to be held on National Philanthropy Day, November 16, 1990.

October 2, 1990

ASIAN ART COMMISSION

RESOLUTION C90-066

Twenty-fifth Anniversary of the Docent Council

WHEREAS, The Docent Council of the Asian Art Museum and The Fine Arts Museums has loyally supported both museums and in the past year alone given tours to an audience totaling 125,000; and

WHEREAS, The Docent Council is recognized nationally for the high quality of its training program and the dedication of its members; and

WHEREAS, The Docent Council, chartered in 1965, will celebrate its twenty-fifth anniversary with a program and luncheon on November 5, 1990 and will award 25-year pins to the following fourteen active docents, who have served continuously since the inception of the Docent Council:

Marie-Louise Aronsen	Betty Dwyer
Steffi Black	Janet Graham
Hope Brady	Jane Laird
Rosemary Brandon	Alice Lowe
Laan Chun	Jane Lurie
Joan Cooney	Susanne Morrison
Helen Desai	Ann Ryan

now, therefore, be it

RESOLVED, That the Asian Art Commission heartily congratulates the Docent Council on its twenty-fifth anniversary, and extends its warm gratitude to all members of the Docent Council, with special thanks to the fourteen charter docents, for their dedication and commitment to excellence which have made the Docent Council of the Asian Art Museum and The Fine Arts Museums one of the finest such organization in the United States.

October 2, 1990

ASIAN ART COMMISSION

RESOLUTION C90-067

Resolution of Appreciation
Warren W. Faus

WHEREAS, Commissioner Warren W. Faus has served the Asian Art Museum and the City and County of San Francisco as a member of the Asian Art Commission for two full terms; and

WHEREAS, During his terms of office, Mr. Faus has faithfully and tirelessly served in various positions as Chairman of the Commission; Vice Chairman of the Commission; Chairman of the Public Programs Committee; and member of the Executive Committee, the Exhibitions Committee, the Acquisitions and Loans Committee, and the Joint Museums Committee; now, therefore, be it

RESOLVED, That the members of the Asian Art Commission hereby express to Warren W. Faus their deep gratitude for his tireless efforts on behalf of the Commission, the Museum, and the City of San Francisco and for the warm friendship he has so freely shared with everyone with whom he has been associated.

October 2, 1990

ASIAN ART COMMISSION

RESOLUTION C90-068

Resolution of Appreciation - Carl D. Gustavson

WHEREAS, Commissioner Carl D. Gustavson has served the Asian Art Museum and the City and County of San Francisco as a member of the Commission 1985 and has resigned because of his relocation to the East Coast; and

WHEREAS, During his terms of office, Mr. Gustavson has served as Vice Chairman of the Commission and as a member of the Executive Development, Exhibitions, Priorities, and Nominating Committees; now, therefore, be it

RESOLVED, That the members of the Asian Art Commission extend their sincere appreciation to Carl D. Gustavson for his work and dedication on behalf of the Museum and the Commission and for his generous personal and corporate support of the Museum's programs and activities.

October 2, 1990

ASIAN ART COMMISSION

RESOLUTION C90-069

Resolution of Appreciation
Richard F. Shelton

WHEREAS, Richard F. Shelton has completed his term of office as Asian Art Commissioner during which time he served with distinction as Treasurer of the Commission; now, therefore, be it

RESOLVED, That the members of the Asian Art Commission extend their sincere appreciation to Richard F. Shelton for his dedication to the office of Commissioner and Treasurer and for his efforts on behalf of the Museum and its programs.

October 2, 1990

ASIAN ART COMMISSION

RESOLUTION C90-070

Approval for Staff to Pursue the Possibility of a Museum Shop at Macy's in San Francisco in Conjunction with The Fine Arts Museums

WHEREAS, The Fine Arts Museums have requested that the Asian Art Museum join them in the establishment of a museum store at Macy's in San Francisco; now, therefore, be it

RESOLVED, That approval is given for staff to pursue the possibility of a museum shop at Macy's in San Francisco in conjunction with The Fine Arts Museums.

October 2, 1990

ASIAN ART MUSEUM
OF SAN FRANCISCO

To: Judith L. Teichman
Deputy Director for Administration

From: Valerie Pechenik
Personnel Officer

Subject: Personnel Update

Date: September 25, 1990

EXHIBITIONS AND PREPARATIONS DEPARTMENT

Interviews have been held with eligibles from the Civil Service list for class 3520 Museum Preparator to fill the position vacated by Allan Barna. We have offered the position to an eligible and are currently awaiting his decision before finalizing the hiring or continuing with the interview process.

REGISTRATION

Two new part-time temporary inventory helpers began work on September 12. Lee Ann Daffner and Ronald Berryhill are assisting the Registrars in conducting an inventory of the entire collection.

ADMINISTRATION

Interviews were held for the position of Receptionist/Typist. Betty Scott was selected to fill the position and will begin work on October 1. She comes to the Museum with excellent references and 18 years secretarial experience at the Cathedral School for Boys.

GENERAL PERSONNEL ADMINISTRATION

The two Deputy Directors are in the process of preparing performance evaluations for each employee under his/her direct supervision. They will be holding pre-appraisal conferences with each employee to discuss job segments and performance standards.

Pending resolution of the various personnel policy issues, a draft of the Employee Handbook will be distributed to staff for comments or questions prior to finalization.

I have been working with the Payroll section to transfer the appropriate personnel records to the Personnel Office. It is my goal to have centralized personnel records established by the end of October.

THE AVERY BRUNDAGE
COLLECTION

GOLDEN GATE PARK
SAN FRANCISCO
CALIFORNIA 94118
CABLE: ASIANART
FAX (415) 668-8928
PHONE (415) 668-8921

ASIAN ART MUSEUM
OF SAN FRANCISCO

September 26, 1990

MEMORANDUM

TO: Judith Teichman, Deputy Director

FROM: Sherin S. Cole, Operations

SUBJECT: Facilities Report

GLASS DOORS

The completed surveys have been returned, results will be available by next week.

HVAC

The existing contract with E. Mitchell is being modified to use remaining City funds to replace the heater/feed system.

EARTHQUAKE DAMAGES

The slate tile project at the entry to the Museum was completed on Tuesday, September 18th. The door stops are to be reinstalled in the near future.

ADDITIONAL SECOND FLOOR OFFICES

On hold.

MISCELLANEOUS PROJECTS

Awaiting DPW paint shop to paint Conservation Department and several areas in the Trustees' Auditorium. DPW Lock Shop should be arriving in the near future to rekey the Museum. A contract has been let to replace the curtain and repair the traveller track in the TA. Orkin Termite will be servicing the area outside the CAVE, where termites have been cited. DPW Bureau of Building Repair is scheduled for a site visit on October 2nd to discuss possible solutions to our Pigeon problem.

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MINUTES

ASIAN ART COMMISSION

Executive Committee Meeting

Tuesday, October 2, 1990 - 9:30 A.M.

Conference Room - Asian Art Museum

PRESENT:

Chairman Presiding: Mrs. Lewis Lowe
Vice Chairman: John F. Williams
Treasurer: M. Glenn Vinson, Jr.

Roger J. Fleischmann
Mrs. Robert Seller

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ABSENT:

Mrs. Richard Dirickson, Jr.
James M. Gerstley
Mrs. Hart H. Spiegel

IN ATTENDANCE:

Rand Castile, Director
Clarence Shangraw, Deputy Director and Chief Curator
Judith L. Teichman, Deputy Director, Administration
Margaret S. Lindsay, Executive Secretary

CALL TO ORDER:

The meeting of the Asian Art Commission's Executive Committee was called to order at 10:04 A.M. by Chairman Alice G. Lowe, a quorum being present.

APPROVAL OF MINUTES:

The minutes of the July 23, 1990 special Executive Committee meeting and the August 7, 1990 Executive Committee meeting, having been mailed to all present, were approved unanimously as written.

Asian Art Commission
Executive Committee
October 2, 1990

CHAIRMAN'S REPORT:

The following resolutions were approved unanimously:

a. **Resolution C90-065 - Nomination of Marjorie W. Seller as the Asian Art Museum's Distinguished Honoree for National Philanthropy Day, November 16, 1990**

RESOLUTION C90-065

Nomination of Marjorie W. Seller as the Asian Art Museum's Distinguished Nominee for National Philanthropy Day, November 16, 1990

WHEREAS, Marjorie W. Seller was instrumental in the negotiations with Avery Brundage for the donation of his collection of priceless Asian art to the City of San Francisco; and

WHEREAS, Since the inception of the Asian Art Commission and the Asian Art Foundation in 1969, Mrs. Seller has been a dedicated member of both organizations and has worked tirelessly on their behalf and has proven to be a generous donor and constant volunteer; and

WHEREAS, Mrs. Seller has served on various Commission and Foundation committees throughout the years and as Chairman of the Acquisitions and Loans Committee for many years; now, therefore, be it

RESOLVED, That the Asian Art Commission hereby nominates Marjorie W. Seller as the Asian Art Museum's Distinguished Honoree for recognition at the National Philanthropy Day luncheon to be held on National Philanthropy Day, November 16, 1990.

b. Resolution C90-066 - Twenty-fifth Anniversary of the Docent Council

RESOLUTION C90-066

Twenty-fifth Anniversary of the Docent Council

WHEREAS, The Docent Council of the Asian Art Museum and The Fine Arts Museums has loyally supported both museums and in the past year alone given tours to an audience totaling 125,000; and

WHEREAS, The Docent Council is recognized nationally for the high quality of its training program and the dedication of its members; and

WHEREAS, The Docent Council, chartered in 1965, will celebrate its twenty-fifth anniversary with a program and luncheon on November 5, 1990 and will award 25-year pins to the following fourteen active docents, who have served continuously since the inception of the Docent Council:

Marie-Louise Aronsen	Betty Dwyer
Steffi Black	Janet Graham
Hope Brady	Jane Laird
Rosemary Brandon	Alice Lowe
Laan Chun	Jane Lurie
Joan Cooney	Susanne Morrison
Helen Desai	Ann Ryan

now, therefore, be it

RESOLVED, That the Asian Art Commission heartily congratulates the Docent Council on its twenty-fifth anniversary, and extends its warm gratitude to all members of the Docent Council, with special thanks to the fourteen charter docents, for their dedication and commitment to excellence which have made the Docent Council of the Asian Art Museum and The Fine Arts Museums one of the finest such organizations in the United States.

c. **Resolution C90-067 - Resolution of Appreciation - Warren W. Faus**

RESOLUTION C90-067

Resolution of Appreciation
Warren W. Faus

WHEREAS, Commissioner Warren W. Faus has served the Asian Art Museum and the City and County of San Francisco as a member of the Asian Art Commission for two full terms; and

WHEREAS, During his terms of office, Mr. Faus has faithfully and tirelessly served in various positions as Chairman of the Commission; Vice Chairman of the Commission; Chairman of the Public Programs Committee; and member of the Executive Committee, the Exhibitions Committee, the Acquisitions and Loans Committee, and the Joint Museums Committee; now, therefore, be it

RESOLVED, That the members of the Asian Art Commission hereby express to Warren W. Faus their deep gratitude for his tireless efforts on behalf of the Commission, the Museum, and the City of San Francisco and for the warm friendship he has so freely shared with everyone with whom he has been associated.

d. **Resolution C90-068 - Resolution of Appreciation - Carl D. Gustavson**

RESOLUTION C90-068

Resolution of Appreciation - Carl D. Gustavson

WHEREAS, Commissioner Carl D. Gustavson has served the Asian Art Museum and the City and County of San Francisco as a member of the Commission since 1985 and has resigned because of his relocation to the East Coast; and

WHEREAS, During his terms of office, Mr. Gustavson has served as Vice Chairman of the Commission and as a member of the Executive Development, Exhibitions, Priorities, and Nominating Committees; now, therefore, be it

RESOLVED, That the members of the Asian Art Commission extend their sincere appreciation to Carl D. Gustavson for his work and dedication on behalf of the Museum and the Commission and for his generous personal and corporate support of the Museum's programs and activities.

e. **Resolution C90-069 - Resolution of Appreciation - Richard F. Shelton**

RESOLUTION C90-069

Resolution of Appreciation
Richard F. Shelton

WHEREAS, Richard F. Shelton has completed his term of office as Asian Art Commissioner during which time he served with distinction as Treasurer of the Commission; now, therefore, be it

RESOLVED, That the members of the Asian Art Commission extend their sincere appreciation to Richard F. Shelton for his dedication to the office of Commissioner and Treasurer and for his efforts on behalf of the Museum and its programs.

f. **Other Informational Items:**

Mrs. Lowe reminded those present about the first fundraiser for the benefit of the department of Korean art scheduled for this evening and the Yokohama reception scheduled for October 9.

Mrs. Lowe commented about the recent Joint Meeting of the Commission and Foundation Executive Committees held to discuss funding requirements. The recommendation was made during the meeting that Commissioners and Trustees be asked to either give or raise $10,000 a year, preferably towards operating expenses, and that this proposal be presented to the full Commission and Foundation for discussion and consideration. A subcommittee has been created to explore the matter further and to develop an appropriate procedure.

Asian Art Commission
Executive Committee
October 2, 1990

DIRECTOR'S REPORT:

Mr. Castile explained that a proposal has been received from a development consultant which would include an assessment of the current structure of the development office; an identification of donors; and an examination of various methods of communicating with potential donors.

An invitation will be extended to The Museum Society board to meet with the boards of the Foundation and Commission to discuss the proposed reorganization of the Society. A draft position paper was presented to the Commissioners for comments and a discussion followed.

Resolution C90-070 - Approval to Pursue the Possibility of a Museum Shop at Macy's of San Francisco in Conjunction with the Fine Arts Museums

After detailed discussion and consideration of this resolution, it was withdrawn.

REPORT OF DEPUTY DIRECTOR, ADMINISTRATION

Ms. Teichman advised that the firm of Rutherford and Chekene has been selected to perform the seismic upgrading study of the public library building at Civic Center.

She noted that the various performance evaluations of Museum personnel are progressing on schedule.

REPORT OF DEPUTY DIRECTOR AND CHIEF CURATOR:

a. **Resolution C90-071 - Objects to be Purchased through the City Art Trust Fund**

There was lengthy discussion of this resolution which proposed that certain objects be purchased with the partial earthquake insurance payment that has been received. Mr. Vinson recalled that a special subcommittee of Commissioners and staff had met on August 8 to deal with the disposition of insurance funds and had agreed that objects of the first importance in quality would be purchased.

After discussion, Mr. Williams moved that this question be referred to a special meeting of the Acquisitions and Loans Committee, which meeting should be facilitated within the appropriate time frames of the required participants and that the Deputy Director and Chief Curator especially should be a participant. The motion was duly seconded and unanimously approved.

COMMITTEE REPORTS

Marketing Committee - In his marketing committee report, Mr. Williams spoke briefly about the progress of finalizing a request for proposal for a pro bono public relations group; the pending direct mailing project; and discussions with the Sheraton group for Odyssey. A full report will be presented when further information is available.

25th Anniversary Celebration - Mrs. Lowe advised that support is presently being sought for the proposed symposium in connection with the 25th Anniversary Celebration.

PUBLIC COMMENT:

At this time, members of the public were invited to address the Executive Committee on items within the subject matter jurisdiction of the Asian Art Commission. Members of the public may address the Commission for up to three minutes. The Chairman may limit total testimony to thirty minutes.

There was no public comment at this time.

ADJOURNMENT:

There being no further business to discuss, the meeting was adjourned at 10:37 A.M.

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AGENDA

ASIAN ART COMMISSION

EXECUTIVE COMMITTEE MEETING

Tuesday, December 4, 1990 - 10:30 A.M.

Conference Room - Asian Art Museum

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There will be an opportunity for public testimony before action is taken on any agenda item.

1. Call to Order

2. Action Items:

   a. Approval of Minutes of the October 2, 1990 Executive Committee Meeting

   b. Resolution C90-073 - Approval of Objects Recommended by the Director and Curators for Acquisition Subject to the Availability of Funding

   c. Resolution C90-074 - Approval of Object for Acquisition - Funding Available

   d. Resolution C90-075 - Approval of Gift Recommended for Acquisition

   e. Resolution C90-076 - Approval of Gifts Recommended for Study Collection

   f. Resolution C90-077 - Approval of Acquisition of Objects with Restricted Funds

   g. Resolution C90-078 - Authorization for the Director to Accept Year-End Gifts

   h. Resolution C90-079 - Approval of Objects to be Purchased through City Art Trust Fund

   i. Resolution C90-080 - Approval of the Tibet Exhibition

   j. Resolution C90-081 - Authorizing Director to Enter into Agreement with Rutherford and Chekene to Conduct Seismic Study

Agenda
Asian Art Commission
Executive Committee
December 4, 1990

3. Report Items:

   a. Chairman's Report:

      (1) Museum Society Joint Meeting - December 7, 1990
      (2) Christmas Luncheon Honoring Staff - December 14, 1990 at Magic Flute, 3675 Sacramento St., San Francisco
      (3) Orientation Workshop for New Commissioners and Trustees, February 5, 1991, 11:30 A.M. (Following Executive Committee Meeting)
      (4) Other Informational Items

   b. Silver Anniversary Celebration Report:

      (1) Odyssey Date Set - June 6, 1991 at Sheraton Palace Hotel
      (2) Resolution C90-082 - Approval of Silver Anniversary Inaugural Dinner (Resolution to be distributed at meeting)

   c. Director's Report:

      (1) Personnel Update
      (2) Facilities Report
      (3) Other Informational Items

   d. Report of Deputy Director and Chief Curator:

      (1) Exhibitions Update
      (2) Other Informational Items

   e. Development Report

   f. Committee Reports as Needed

   g. Asian Art Museum Foundation Report

4. Other Business

Agenda
Asian Art Commission
Executive Committee
December 4, 1990

5. Public Comment - At this time, members of the public may address the Commission on items that are within the subject matter jurisdiction of the Asian Art Commission. Members of the public may address the Commission for up to three minutes. The Chairman may limit total testimony to thirty minutes.

12. Adjournment

<u>January Events</u>:

January 15 (Tentative) - Preview of Connell Thai Ceramic Collection, with reception

January 23 - Opening of Newly Relocated Korean Galleries, with reception

ASIAN ART COMMISSION

RESOLUTION C90-073

Approval of Objects Recommended by the Director and Curators for Acquisition Subject to the Availability of Funding

WHEREAS, The following objects were fully researched by the Curators and Conservators, and

WHEREAS, The Director and the Chief Curator recommend that these objects be acquired for the permanent collection, and

WHEREAS, The Acquisitions and Loans Committee at its meeting of November 20 recommended that the Asian Art Commission approve the acquisition of these objects, subject to the availability of funding.

Southeast Asia

R1990.40 Standing Buddha 11th-12th C. Burma	Dealer: Wiener, D. $65,000
R1990.79.2 Tapis 1890 Sumatra	Dealer: Bustami $2,000

Korea

R1990.72.1 8 Panel Screen Calligraphy By Pak Ki-yang (1856-1932)	Dealer: Kang $7,500 Donor: David Utterberg
R1990.72.2 6 Panel Screen Calligraphy By Kwon Tong-su (1842- ?)	Dealer: Kang $5,000 Donor: Frank Bayley

Japan

*R1990.38 Meiping Jar Koseto Ceramic with Dark Ash Glaze Kamakura 14th C.	Dealer: Setsu Gatodo

India/Himalayas

R1990.64 Cosmological Painting 17th-18th C. India	Dealer: Kapoor, S. $35,000
R1990.83 Thangka of Vairochana 12th C. Tibet	Dealer: Tevis, R. $90,000

China

R1990.103.1 Buddha Gilt-silver Ming Imperial Dated AD 1594	Dealer: Yin Chuan Tang $20,000
R1990.103.2 Bowl with repoussee Bodhisattva Parcel-gilt silver Liao Dynasty Dated AD 1026	Dealer: Yin Cuan Tang $50,000 Donor: Shorenstein Fund

Now, therefore, be it

RESOLVED, That the Asian Art Commission hereby approves the acquisition of the above objects subject to the availability of funding, with special thanks extended to the donors where indicated.

December 4, 1990

ASIAN ART COMMISSION

RESOLUTION C90-074

Approval of Object for Acquisition - Funding Available

WHEREAS, The following object has been fully researched by the Curator and Conservators; and

WHEREAS, The Director and Chief Curator recommend that this object be acquired for the permanent collection, using funds contributed by an anonymous donor; and

WHEREAS, The Acquisitions and Loans Committee at its meeting of November 20 recommended that the Asian Art Commission approve the following object for acquisition into the collection utilizing funds contributed by an anonymous donor:

R1990.93.2	Dealer:
5 Message Boards	Singer, J.
Wood and Lacquer	$10,000
19th C.	
Tibet	

Now, therefore, be it

RESOLVED, That the Asian Art Commission hereby approves the acquisition of the above object into the collection.

December 4, 1990

ASIAN ART COMMISSION

RESOLUTION C90-075

Gift Recommended for Acquisition

WHEREAS, The following object has been offered as a gift to the Asian Art Museum; and

WHEREAS, The following object was fully researched by the Curators and the Conservators; and

WHEREAS, The Director and the Chief Curator recommend that this object be accessioned into the permanent collection; and

WHEREAS, The Acquisitions and Loans Committee at its meeting of November 20 recommended that the Asian Art Commission approve the following object for accession:

R1990.77 Tray Inscribed Lacquer 20th C. Japan	Donor: Sen, Soshu Kyoto, Japan

Now, therefore, be it

RESOLVED, That the Asian Art Commission hereby approves the accession of the following object with special thanks to the donor.

December 4, 1990

ASIAN ART COMMISSION

RESOLUTION C90-076

Gifts Recommended for Study Collection

WHEREAS, The Curators in charge have determined that the following offered gifts have value for research purposes; and

WHEREAS, The Acquisitions and Loans Committee at its meeting of November 20 recommended that the Asian Art Commission approve the acceptance of the following objects into the study collection:

R1989.4 Sutra Case Metal Japan	Donor: O'Brien, J.
R1989.93.11 25 Woodblock Prints Japan	Donor: Williamson, P.

Now, therefore, be it

RESOLVED, That the Asian Art Commission hereby approves the acceptance of the above objects into the study collection with thanks to the donors.

December 4, 1990

ASIAN ART COMMISSION

RESOLUTION C90-077

Approval of Acquisition of Objects with Restricted Funds

WHEREAS, The Acquisitions and Loans Committee at its meeting of November 20 recommended that the acquisition of the following objects with restricted funds be confirmed:

Southeast Asia

R1990.68.2 Bird Ring 10th C. Indonesia	Dealer: Wiggers, F. $350
R1990.73 Batik 20th C. Sumatra	Dealer: Gartenberg $180
R1990.74 Pair of Earrings Glass Ban Chiang, Thailand	Dealer: Novick, J. $900
R1990.90.1 Painting Water Color on Paper 20th C. Bali	Dealer: Haks, Leo $450
20th C. R1990.90.2 Painting Ink on Paper 20th C. Bali	Dealer: Haks, Leo $400

Now, therefore, be it

RESOLVED, That the Asian Art Commission hereby approves the acquisition of the above objects with restricted funds.

December 4, 1990

ASIAN ART COMMISSION

RESOLUTION C90-078

Authorization for the Director to Accept Year-End Gifts

RESOLVED, That the Asian Art Commission does hereby authorize the Director or his designee to accept gifts of art offered to the Asian Art Museum from November 29 through December 31, 1990, if in his judgement he deems acceptance suitable after consultation with the appropriate staff curator, or the Acquisitions and Loans Committee Chairman, or the Chairman of the Commission, if available, before the time by which he or his designee has to accept the offer of the gift; and be it

FURTHER RESOLVED, That the Director shall report to the Asian Art Commission at its January meeting the gifts of art accepted during this period.

December 4, 1990

ASIAN ART COMMISSION

RESOLUTION C90-079

Objects to be Purchased through City Art Trust Fund

WHEREAS, A partial insurance claim payment in the amount of $737,753.00 has been made for loss of value due to October 1989 earthquake-related damages to objects of art in the collection of the Asian Art Museum; and

WHEREAS, A City Art Trust Fund has been created from which payments must be made solely for acquisitions of objects of art; and

WHEREAS, The Acquisitions and Loans Committee at its meeting of November 20 recommended the immediate purchase of the following objects through the City Art Trust Fund:

1.	R1988.78.3 Altar Canopy China A&L approval date: 4-11-89	Dealer: Spink and Sons, London Current Balance: 20,000 (Approx. $39,000)
2.	R1990.9 Lady's Overdress Silk embroidery and gold couching on silk gauze Ming Dynasty (dated December 5, 1595) A&L approval date: 4-17-90	Dealer: Hentell, London $150,000
3.	R1989.85.1-.3 Thangkas Vairochana Ratnasambhava Amoghasiddhi 13th C. Tibet A&L approval date: 1-30-90	Dealer: Biancardi, Isle of Man and London $300,000
4.	R1990-40 Standing Buddha 11th-12th C. Burma A&L approval date: 11-20-90	Dealer: Wiener, D. $65,000

Now, therefore, be it

RESOLVED, That the Asian Art Commission hereby approves the immediate purchase of the above objects through the City Art Trust Fund.

December 4, 1990

ASIAN ART COMMISSION

RESOLUTION C90-080

Approval of the Tibet Exhibition

WHEREAS, The Commission and Foundation have extended the date for final approval of the Tibet Exhibition until notification of NEH funding has been received; and

WHEREAS, Notification has been received from the NEH of an award of $250,000 for the exhibition and a revised budget has been approved by the Exhibitions Committee at its meeting of November 27, 1990; now, therefore, be it

RESOLVED, Approval of the Tibet Exhibition is granted by the Asian Art Commission.

December 4, 1990

11/15/90

Sacred Art of Tibet
Consolidated Budget

Expenses

I. ADMINISTRATION/PLANNING		
Guest Curators/Consultants	$ 8,000	
Curatorial/Consultant Travel	26,000	
Communications--FAX, phone, etc.	1,500	
Adj. Curator (19 mo.full/3 mo. 1/2 tm)	71,274	
Exhibition Coordinator	8,000	
Tibet House/Organizational Expenses	28,000	
Guest Curator Travel/S.F. (in lectures)	0	
Accounting Clerk (25 hours/wk/$15 hr)	7,800	
Janitorial ($100 per day)	8,000	
Conservator/Registrar Travel	10,000	
Conservation Photography	3,875	
Loan Fees	10,000	
	Subtotal	$182,449
II. PHOTOGRAPHY		
American and European		75,000
III. PACKING AND SHIPPING		
Overseas and domestic, incl couriers and transport for SF and NYC venues		194,677
IV. INSURANCE		
Foreign loans with indemnification		24,000
V. INSTALLATION/DEINSTALLATION		
Technical Support		
Lighting technician	6,000	
Materials		
Vitrines, Plexiglas	20,000	
Lumber--Pedestels/Walls	7,000	
Paint, Conservation Materials, Misc.	10,000	
Signage and Graphics	21,250	
Supplementary Lighting	10,000	
Magnin Room Portal (deleted)	0	
	Subtotal	74,250

VI.	PUBLICATION		
	Honoraria	3,000	
	Purchase: 4,200 copies @ $19.50 ea.	81,900	
		Subtotal	84,900
VII.	SECURITY		
	Contracted Security Service ($357 per week/1 guard)	6,500	
		Subtotal	6,500
VIII	EDUCATION		
	Gallery Guide (200,000 copies)	45,500	
	Activity Coordinator (672 hrs./$12 hr)	9,515	
	Tour Coordinator (5 mo./$2,000 mo)	11,800	
	Supplies	600	
	Honoraria	3,700	
	Activity book, 16 pp. (prod/printing)	8,000	
	Program mailer (design/print/mailing)	3,000	
	Video (sand mandala)	1,000	
		Subtotal	83,115
IX.	PUBLIC PROGRAMS		
	Performances	10,080	
	Lectures	9,400	
	Film Series	12,570	
	Video Program	2,400	
	Program Mailer	2,100	
	Program Poster	2,000	
	Activity Assistant (25 hrs. wk)	6,000	
	Outreach Assistant	5,000	
		Subtotal	49,550
X.	PROMOTION		
	Press Kit folders	3,000	
	Letterhead/Envelopes	4,200	
	Photographs/Slides/Negs	700	
	Catalogues--Press (50 @ 19.50 ea)	1,000	
	Poster Distribution	600	
	Posters (1,000 @ $2.00 ea.)	2,000	
	Design/Typset--Printed Materials	1,500	
	PR Assistant (4 mo/fulltime)	12,400	
	Advertising/Print	42,800	
	Press Preview	1,500	
		Subtotal	69,700

XI. BOOKSHOP		
Posters (3,500 @ $2.00 ea.)	7,000	
Postcards (8,000 @ .40 ea.)	3,200	
Notecards (4,000 @1.00 ea.)	4,000	
Packing Materials	3,000	
Bookshop cases, display tables	6,000	
	Subtotal	23,200
XII. AUXILIARY SPECIAL EVENTS/PROGRAMS		
Opening Reception (500 people)		
Invitation	2,500	
Postage	375	
Program	100	
Catering	6,000	
Security	1,000	
AV Equipment/Tech	150	
Decor	150	
Entertainment	800	
	Subtotal	11,075
	Exhibition Expenses	878,416
	Contingency	30,000
	Total Exhibition Expenses	**$908,416**

Exhibition Support

NEH Planning Grant (rec'd)	34,040
AAM/NEH Matching Funds (rec'd)	17,000
Tibet House Sponsorship	300,000
I.B.M. Participation Fee	100,000
Tibet House/NYC showing	10,000
AAM Catalogue Sales	84,900
AAM Bookshop/Merchandise	23,200
Dr. Jean Hoerni	38,000
Wells Fargo (Educ. Book)	8,000
Ann Diller (Lectures)	10,000
NEH Implementation Grant	$250,000
Projected Exhibition Support	**$875,140**
Funding Required	**$ 33,276**

Budget note:
Consolidated budget items listed in all categories reflect total exhibition expenditures, from the beginning of the NEH planning grant (February 1989) to the disbursement of objects in Jan. 1992.
Prep: H. Fischer 8/6/90

Budget Deletions/Additions: November 15, 1990

Administration/Planning	
Adjunct Curator (1/2 time May 15 - Aug 15)	(6,000)
Exhibition Coordinator	(5,250)
Guest Curator Travel (in under lectures)	(3,500)
Installation/Deinstallation	
Magnin Room Configuration (deleted)	(12,000)
Education	
Gallery Guide	(7,000)
Public Programs	
Revisions in public programs pr	(1,400)
Bookshop	
Packing Materials	3,000
Display Cases	6,000
Poster--increase to cover AAM prod costs	1,750
Contingency	
Left on travel/insurance-- dropped on other costs	(60,231)
Exhibition Support	
Additions:	
Bookshop Development/Supplies	23,200
NEH Planning Grant	250,000

Outstanding Funding Requests:
California Council Humanities (film series)
Stulsaft Foundation (school programs)

To be submitted:
Hewlett (performances)
Skaggs Fdn. (to be determined)

ASIAN ART COMMISSION

RESOLUTION C90-081

Authorizing the Director to Enter Into Agreement with Rutherford and Chekene to Conduct Seismic Study

WHEREAS, The Ad Hoc Planning Committee has reviewed the proposed scope of the work and fee for the seismic strengthening study of the main public library building, to be funded with the proceeds of the November 1989 Seismic Bond Measure; and

WHEREAS, The Ad Hoc Planning Committee recommends that the Commission approve the terms of the agreement as proposed and authorize the Director to enter into the agreement; now, therefore, be it

RESOLVED, That the Director is authorized to enter into an agreement with the firm of Rutherford and Chekene to conduct a seismic strengthening study of the main public library building, as recommended by the Ad Hoc Planning Committee.

December 4, 1990

ASIAN ART MUSEUM OF SAN FRANCISCO
THE AVERY BRUNDAGE COLLECTION
GOLDEN GATE PARK, SAN FRANCISCO, CALIFORNIA 94118-4598

TO: Rand Castile
Director

FROM: Valerie Pechenik vp
Personnel Officer

SUBJECT: Personnel Update

DATE: November 27, 1990

EDUCATION DEPARTMENT

I am currently working with So Kam Ng and Richard Mellott to arrange for a replacement for So Kam during her six month maternity leave commencing in January 1991. Since So Kam has the equivalent of three months of paid leave from her City position, we will only be able to hire a curator on a part-time basis to fill in during the leave.

Additionally, planning is underway to develop two grant-funded positions for the Tibet Show: a Tour Coordinator and an Activity Coordinator.

REGISTRATION DEPARTMENT

The temporary Inventory Helpers have completed their project of assisting the Registrars with the collection inventory. Two new temporary positions are needed to perform data entry of the inventory information beginning in January 1991. I am working with Marilyn O'Keefe to recruit and fill these positions which are funded by a General Operating Support Grant from the Institute for Museum Services.

GENERAL PERSONNEL ADMINISTRATION

We have decided to distribute the Employee Handbook to employees for review although we still have not had a response from the Department of Labor concerning the FLSA issue; the draft handbook will indicate that this area is still under advisement. I am in the process of final-editing the draft handbook and preparing it for distribution, hopefully by the beginning of January.

cable address: Asianart/telephone (415) 668-8921

The transfer of personnel records from the Payroll Division has been completed for all Museum employees.

Files have been established with information related to personnel issues, policies, forms, procedures and Civil Service documentation. It is my intention to develop a comprehensive "library" of personnel materials and information. It is essential that the Asian Art Museum be kept abreast of current and new regulations, employment law and personnel practices. To this end, I have been attending montly meetings of the Council of Human Resource Managers (CHRM), a group of personnel officers from City departments. I have attended recent workshops on "Corrective Discipline" and on "Designation of Confidential Employees." On December 7, I will be attending a workshop on "Reasonable Accomodation/Employment of People with Disabilities." Additionally, I have met with Kathy Baldwin, the Operations Manager of the Fine Arts Museum, to discuss personnel issues and to share ideas and resources. I will also be attending an upcoming meeting of the Arts Roundtable, a group of personnel managers from non-profit cultural organizations in the Bay Area.

November 27, 1990

MEMORANDUM

TO: Rand Castile, Director

FROM: Sherin S. Cole, Operations Manager

SUBJECT: Facilities Report

GLASS DOORS

Awaiting recommendations from Mary Griffin.

HVAC

Awaiting heater/feeder system materials to arrive for installation.

ADDITIONAL SECOND FLOOR OFFICES

On hold until funds available.

PAINTING

DPW paint shop is scheduled to begin painting the week of December 3rd. They will be painting the dressing rooms, bathroom and hallway of the Trustees' Auditorium. They will also be painting the side walls of the stage black, to enhance the stage and the new black curtains that were recently installed. In addition, both the wet and dry lab in the Conservation Area will be painted, along with the x-ray area, hallway, and doors.

PIGEONS

Awaiting recommendations from Animal Control Center regarding possible solutions to our pigeon problem.

MISCELLANEOUS PROJECTS

Awaiting DPW lock shop to rekey the Museum. Termite control measures took place on Saturday, November 17th and completion of project is scheduled today. Awaiting installation of window shades in India Gallery.

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MINUTES

ASIAN ART COMMISSION

Executive Committee Meeting

Tuesday, December 4, 1990 - 10:30 A.M.

Conference Room - Asian Art Museum

DOCUMENTS DEPT.
JAN 1 6 1991
SAN FRANCISCO
PUBLIC LIBRARY

PRESENT:

Chairman Presiding:	Mrs. Lewis Lowe
Vice Chairmen:	Mrs. Richard Dirickson
	James M. Gerstley
	John F. Williams
Treasurer:	M. Glenn Vinson, Jr.
Secretary:	Mrs. Hart H. Spiegel

Roger J. Fleischmann
James E. O'Brien
Mrs. Robert Seller

IN ATTENDANCE:

Rand Castile, Director
Clarence Shangraw, Deputy Director and Chief Curator
Margaret S. Lindsay, Executive Secretary

CALL TO ORDER:

The meeting of the Asian Art Commission's Executive Committee was called to order at 10:38 A.M. by Chairman Alice G. Lowe, a quorum being present.

ACTION ITEMS:

a. The minutes of the October 2, 1990 Executive Committee meeting, having been mailed to all present, were approved unanimously as written.

b. The following Resolution was approved unanimously:

Asian Art Commission
Executive Committee
December 4, 1990

RESOLUTION C90-073

Approval of Objects Recommended by the Director and Curators for Acquisition Subject to the Availability of Funding

WHEREAS, The following objects were fully researched by the Curators and Conservators, and

WHEREAS, The Director and the Chief Curator recommend that these objects be acquired for the permanent collection, and

WHEREAS, The Acquisitions and Loans Committee at its meeting of November 20 recommended that the Asian Art Commission approve the acquisition of these objects, subject to the availability of funding.

Southeast Asia

R1990.40 Standing Buddha 11th-12th C. Burma	Dealer: Wiener, D.
R1990.79.2 Tapis 1890 Sumatra	Dealer: Bustami

Korea

R1990.72.1 8 Panel Screen Calligraphy By Pak Ki-yang (1856-1932)	Dealer: Kang Donor: David Utterberg
R1990.72.2 6 Panel Screen Calligraphy By Kwon Tong-su (1842- ?)	Dealer: Kang Donor: Frank Bayley

Japan

*R1990.38 Meiping Jar Koseto Ceramic with Dark Ash Glaze Kamakura 14th C.	Dealer: Setsu Gatodo

India/Himalayas

R1990.83 Thangka of Vairochana 12th C. Tibet	Dealer: Tevis, R.

China

R1990.103.1 Buddha Gilt-silver Ming Imperial Dated AD 1594	Dealer: Yin Chuan Tang
R1990.103.2 Bowl with repoussee Bodhisattva Parcel-gilt silver Liao Dynasty Dated AD 1026	Dealer: Yin Cuan Tang Donor: Shorenstein Fund

Now, therefore, be it

RESOLVED, That the Asian Art Commission hereby approves the acquisition of the above objects subject to the availability of funding, with special thanks extended to the donors where indicated.

c. The following resolution was approved unanimously:

RESOLUTION C90-074

Approval of Object for Acquisition - Funding Available

WHEREAS, The following object has been fully researched by the Curator and Conservators; and

WHEREAS, The Director and Chief Curator recommend that this object be acquired for the permanent collection, using funds contributed by an anonymous donor; and

WHEREAS, The Acquisitions and Loans Committee at its meeting of November 20 recommended that the Asian Art Commission approve the following object for acquisition into the collection utilizing funds contributed by an anonymous donor:

R1990.93.2 5 Message Boards Wood and Lacquer 19th C. Tibet	Dealer: Singer, J.

Now, therefore, be it

RESOLVED, That the Asian Art Commission hereby approves the acquisition of the above object into the collection.

d. The following resolution was approved unanimously:

RESOLUTION C90-075

Gift Recommended for Acquisition

WHEREAS, The following object has been offered as a gift to the Asian Art Museum; and

WHEREAS, The following object was fully researched by the Curators and the Conservators; and

WHEREAS, The Director and the Chief Curator recommend that this object be accessioned into the permanent collection; and

WHEREAS, The Acquisitions and Loans Committee at its meeting of November 20 recommended that the Asian Art Commission approve the following object for accession:

R1990.77 Tray Inscribed Lacquer 20th C. Japan	Donor: Sen, Soshu Kyoto, Japan

Now, therefore, be it

RESOLVED, That the Asian Art Commission hereby approves the accession of the following object with special thanks to the donor.

e. The following resolution was approved unanimously:

RESOLUTION C90-076

Gifts Recommended for Study Collection

WHEREAS, The Curators in charge have determined that the following offered gifts have value for research purposes; and

WHEREAS, The Acquisitions and Loans Committee at its meeting of November 20 recommended that the Asian Art Commission approve the acceptance of the following objects into the study collection:

R1989.4 Sutra Case Metal Japan	Donor: O'Brien, J.
R1989.93.11 25 Woodblock Prints Japan	Donor: Williamson, P.

Now, therefore, be it

RESOLVED, That the Asian Art Commission hereby approves the acceptance of the above objects into the study collection with thanks to the donors.

f. The following resolution was approved unanimously:

RESOLUTION C90-077

Approval of Acquisition of Objects with Restricted Funds

WHEREAS, The Acquisitions and Loans Committee at its meeting of November 20 recommended that the acquisition of the following objects with restricted funds be confirmed:

Southeast Asia

R1990.68.2 Bird Ring 10th C. Indonesia	Dealer: Wiggers, F.
R1990.73 Batik 20th C. Sumatra	Dealer: Gartenberg
R1990.74 Pair of Earrings Glass Ban Chiang, Thailand	Dealer: Novick, J.
R1990.90.1 Painting Water Color on Paper 20th C. Bali	Dealer: Haks, Leo
20th C. R1990.90.2 Painting Ink on Paper 20th C. Bali	Dealer: Haks, Leo

Now, therefore, be it

RESOLVED, That the Asian Art Commission hereby approves the acquisition of the above objects with restricted funds.

g. The following resolution was approved unanimously:

RESOLUTION C90-078

Authorization for the Director to Accept Year-End Gifts

RESOLVED, That the Asian Art Commission does hereby authorize the Director or his designee to accept gifts of art offered to the Asian Art Museum from November 29 through December 31, 1990, if in his judgement he deems acceptance suitable after

consultation with the appropriate staff curator, or the Acquisitions and Loans Committee Chairman, or the Chairman of the Commission, if available, before the time by which he or his designee has to accept the offer of the gift; and be it

FURTHER RESOLVED, That the Director shall report to the Asian Art Commission at its January meeting the gifts of art accepted during this period.

h. After discussion, the following resolution was approved unanimously:

RESOLUTION C90-079

Objects to be Purchased through City Art Trust Fund

WHEREAS, A partial insurance claim payment in the amount of $737,753.00 has been made for loss of value due to October 1989 earthquake-related damages to objects of art in the collection of the Asian Art Museum; and

WHEREAS, A City Art Trust Fund has been created from which payments must be made solely for acquisitions of objects of art; and

WHEREAS, The Acquisitions and Loans Committee at its meeting of November 20 recommended the immediate purchase of the following objects through the City Art Trust Fund:

1.	R1988.78.3 Altar Canopy China A&L approval date: 4-11-89	Dealer: Spink and Sons, London
2.	R1990.9 Lady's Overdress Silk embroidery and gold couching on silk gauze Ming Dynasty (dated December 5, 1595) A&L approval date: 4-17-90	Dealer: Hentell, London

3. R1989.85.1-.3
Thangkas
Vairochana
Ratnasambhava
Amoghasiddhi
13th C.
Tibet
A&L approval date: 1-30-90

Dealer:
Biancardi, Isle of Man and London

4. R1990-40
Standing Buddha
11th-12th C.
Burma
A&L approval date: 11-20-90

Dealer:
Wiener, D.

Now, therefore, be it

RESOLVED, That the Asian Art Commission hereby approves the immediate purchase of the above objects through the City Art Trust Fund.

i. After discussion, the following resolution was approved unanimously:

RESOLUTION C90-080

Approval of the Tibet Exhibition

WHEREAS, The Commission and Foundation have extended the date for final approval of the Tibet Exhibition until notification of NEH funding has been received; and

WHEREAS, Notification has been received from the NEH of an award of $250,000 for the exhibition and a revised budget has been approved by the Exhibitions Committee at its meeting of November 27, 1990; now, therefore, be it

RESOLVED, Approval of the Tibet Exhibition is granted by the Asian Art Commission.

j. After discussion, the following resolution was approved unanimously:

RESOLUTION C90-081

Authorizing the Director to Enter Into Agreement with Rutherford and Chekene to Conduct Seismic Study

WHEREAS, The Ad Hoc Planning Committee has reviewed the proposed scope of the work and fee for the seismic strengthening study of the main public library building, to be funded with the proceeds of the November 1989 Seismic Bond Measure; and

WHEREAS, The Ad Hoc Planning Committee recommends that the Commission approve the terms of the agreement as proposed and authorize the Director to enter into the agreement; now, therefore, be it

RESOLVED, That the Director is authorized to enter into an agreement with the firm of Rutherford and Chekene to conduct a seismic strengthening study of the main public library building, as recommended by the Ad Hoc Planning Committee.

REPORT ITEMS

a. The Museum Society Report:

Commissioner O'Brien advised of his appointment, along with Commissioner Glenn Vinson, and Trustee Rakesh Kaul, to represent the Asian during the course of further conferences with The Museum Society and the Fine Arts Museums with regard to the possible reorganization of The Museum Society. He presented a detailed report about recent discussions and requested verification of the Commission's endorsement of the team's efforts to continue its deliberations.
On motion made by Mrs. Spiegel that the Commission convey its firm support of the efforts of the team during discussions with The Museum Society, with the ultimate objective of continuing The Museum Society for the foreseeable future, the motion was seconded and approved unanimously.

b. Chairman's Report:

1. Mrs. Lowe reminded everyone of the upcoming Christmas lunch planned for the staff on December 14 at the Magic Flute.

2. An Orientation Workshop for new Commissioners and Trustees is planned for February 5 at 11:30 A.M. The workshop will follow the Commission Executive Committee meeting and precede the Foundation meeting which has been rescheduled to take place one-half hour later than usual at 12:30 P.M.

c. **Silver Anniversary Report:**

1. The Odyssey date has been set for June 6, 1991 at the Sheraton Palace Hotel and the birthday party will take place on Sunday, June 9.

2. The anticipated expenses and possible funding sources for the inaugural dinner for the Silver Anniversary Celebration were discussed in detail, after which the following resolution was approved unanimously:

RESOLUTION C90-082

Approval of the Silver Anniversary Inaugural Dinner

WHEREAS, A series of major events has been planned to celebrate the Silver Anniversary of the Asian Art Museum in 1991; and

WHEREAS, These events will focus attention on the Asian Art Museum preparatory to its capital campaign for the move to Civic Center; and

WHEREAS, The inaugural dinner will be an important part of the celebration and will be a significant civic event honoring a number of public dignitaries including former Mayors Joseph Alioto and George Christopher, who signed the agreements with Avery Brundage, resulting in the donation of Mr. Brundage's irreplaceable collection of Asian art to the City and County of San Francisco, and present Mayor Art Agnos and former Mayor Dianne Feinstein who have consistently supported the arts; and

WHEREAS, The dinner will also provide an opportunity to honor private citizens who have been instrumental in securing and supporting the collection; and

WHEREAS, The inaugural dinner will be a fitting tribute to the collection, which is one of the City's greatest treasures; now, therefore, be it

RESOLVED, That the Asian Art Commission hereby approves the Silver Anniversary inaugural dinner as part of the Silver Anniversary Celebration of 1991.

d. Director's Report:

1. The Director thanked Commissioner John Williams for his assistance in obtaining the donation from Sheraton. He also expressed his gratitude to Messrs. O'Brien, Kaul and Vinson for their participation in discussions with The Museum Society.

2. He advised that Acting Director of Development Alan Becker will be working on a part-time basis throughout the next two quarters, while Kathleen Rydar's report on the development office is expected shortly. Meanwhile, applications for the position of development director are continuing to be received at a good rate.

3. Mr. Castile introduced Facilities Manager Sherin Cole, who reported briefly that a program of emergency preparedness has been instituted at the Museum in conjunction with the Fine Arts Museums and the California Acacemy of Sciences. Zone monitors have been assigned to responsibility for various areas of the Museum, having been trained in first aid, CPR, and the use of fire extinguishers. Important information has been disseminated to Museum employees so they will know how to take care of themselves during an emergency situation. Future plans are for stocking emergency cabinets with food supplies and water and positioning them strategically in the building.

e. Report of Deputy Director and Chief Curator:

Mr. Shangraw reported that the exhibitions planned for the next two months have been fully funded. Chinese jades from the permanent collection will be installed into Gruhn Court on December 10 and 11. The Korea gallery is due for completion on January 22, along with the Tang Family gallery. The installation of the Korean gallery has been totally funded

by an NEA grant and will include fifteen objects on loan from the National Museum of Korea for one year. The Korean Arts Council has funded the special loan.

The Tibet Exhibition is in very good shape; however, the Indonesian Exhibition, which has a budget of $244,000, faces a funding shortfall of $94,650. Additionally, the costs for special events, symposium and reception are not included in that budget but they are all separately covered.

The exhibition schedule for 1992 is in the developed stage and will be presented at the January 22 meeting of the Exhibitions Committee.

The physical inventory of the collection has been essentially completed and various problems have been identified by the Registration Department. The entry work into the computer will begin in January; it is anticipated that it will take five to six years to enter all of the required information. After the basic data has been entered, a reconciliation will be made between objects and the records.

Mr. Shangraw advised that 219 objects have been entered into the permanent collection in 1990 and another 43 are in the registration process, for a total of 262 objects.

f. Development Report:

Mr. Castile gave a brief development report, citing especially the results of the Yokohama Prints catalogues and posters.

g. Committee Reports as Needed:

Ad Hoc Planning Committee - Mr. Williams reported that the planning process is presently indebted to the general fund in the amount of $90,000. He appealed to Commissioners and Trustees for their support of the planning process and called attention to the fact that the 25th anniversary year of the Museum is an excellent opportunity to increase momentum toward the move to Civic Center. He stated the Committee is in the process of focusing its intentions and actions toward this end and pointed out that the appointment of the seismic engineers is a very important step. He invited everyone to attend a private showing of the plans for the new library building on December 11 and explained that several facets of the plan would directly affect the Asian Art Museum.

h. Asian Art Museum Foundation Report:

Mrs. Spiegel advised that a proposal to fund the planning process has been submitted to a foundation. She added that it is imperative that a campaign advisory committee be appointed in the near future.

PUBLIC COMMENT:

At this time, members of the public were invited to address the Executive Committee on items within the subject matter jurisdiction of the Asian Art Commission. Members of the public may address the Commission for up to three minutes. The Chairman may limit total testimony to thirty minutes.

There was no public comment at this time.

ADJOURNMENT:

There being no further business to discuss, the meeting was adjourned at 12:10 P.M.

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